

NAVEEN FRANCIS C



GET IN TOUCH

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Personable and responsible professional bringing a wealth of 3 years in Money exchange sector in Kuwait and additional 5.5 of experience in varied roles of Archive clerk / Admin Executive / Relationship Executive in reputed companies in India and UAE. Ability to provide exceptional service to customers by handling routine tasks, such as processing payments, accepting deposits, and handling withdrawals and maintain cash supplies, and keep track of bank records and financial information.

Currently seeking a position as Cashier / Teller preferably in Banking & Exchange / Financial Services / Retail sectors in UAE.

EXPERIENCE

AL MUZAINI MONEY EXCHANGE | KUWAIT CITY | KUWAIT

Industry - Financial Services (Money Exchange)

TELLER

November 2019 - November 2022

- Records transactions by logging cash, preparing currency transaction reports and ensure transactions are completed in an efficient manner with a high level of accuracy.
- Maintains supply of cash and currency and turns in excess cash and mutilated currency to head teller.
- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins and prepares daily 'End of Day' sheet at the close of each business day.
- Open / close branches as required and ensuring all tasks and checks are completed.
- Provides support and information to customers, over the counter and by phone.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.

SHRIRAM TRANSPORT FINANCE CO. LTD | KERALA | INDIA

Industry - Financial Services

RELATIONSHIP EXECUTIVE

July 2018 - September 2019

- Meeting with potential clients to gauge the utility and viability of prospective working relationships.
- Proposing and deliberating potential solutions in consultation with clients.
- Prompting clients to upgrade their existing packages and to purchase additional offerings.
- Settling clients' concerns in a swift and professional manner.
- Conducting in-depth needs assessments to better understand each customer's requirements.

🔧 KEY SKILLS

ANTI MONEY LAUNDERING (AML)

KNOW YOUR CUSTOMER (KYC)

COMPLIANCE MANAGEMENT

FOREX TRADING

COUNTER MANAGEMENT

CUSTOMER SERVICE

BULK CASH HANDLING

WPS TRANSACTIONS

RETAIL INVOICING & CASHIERING

DOCUMENT CONTROL

📖 EDUCATION

2013 - MASTER OF BUSINESS ADMINISTRATION (MBA) - FINANCE & MARKETING
Bharathiar University | India

2011 - BACHELOR OF COMMERCE (B.COM)
Calicut University | India

🏆 CERTIFICATION

2022 - AML COURSE
Al Muzaini Exchange Co. | Kuwait Govt.

2011 - DIPLOMA IN AIRPORT MANAGEMENT (IATA & FIATA)
Under National Development Agency

ALLIED ENTERPRISES LLC (CHALHOUB GROUP) | ABU DHABI | UAE



Industry – Retail (Beauty, Fragrances, Skincare, and Toiletries)

ARCHIVE CLERK

March 2015 – January 2018

- Creating and updating files, and filing documentation in appropriate files.
- Scanning files regularly to ensure their correct positions and to search for missing records.
- Retrieving records on request and forwarding these to relevant parties.
- Destroying outdated files following protocol, or moving these to inactive storage.
- Receiving and forwarding mail and courier packages.
- Sorting all papers alphabetically and according to content, dates, significance etc. and digitalize all important documents.

EMIL ERIK GROUP OF COMPANIES | KERALA | INDIA



Industry – Entertainment (Film Production Company)

ADMIN COORDINATOR

August 2013 – November 2014

- Oversees the overall admin operations of film production company.
- Serves as point of contact with questions about production scheduling, set locations etc.
- Managing staff, addressing emails and phone calls, or ordering any supplies for a production.
- Maintain and update production paperwork including form of bills, call sheets, production reports, shoot schedules, shooting permits, location release forms, insurance paperwork, visas etc.
- Arrange any transportation needs for crew and talent.

IT COMPETENCY

- MS Office Suite
- Oracle (Stock Inventory Module)
- Symex (Money Exchange)
- Tally ERP



PERSONAL INFO

Nationality: Indian

DOB: 7th June 1988

Gender: Male

Languages: English | Hindi | Malayalam
| Tamil

REFERENCE

Available Upon Request