



MOHAMMED SHEREEF

OPERATIONS EXECUTIVE

Contact

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Objective

Customer oriented, Strategic thinking and sales professional with over three years experience. multitasking and self motivated leader with expertise on expanding network connections effective at identifying customer needs to deliver solutions

Skills

- ⚡ Microsoft office
- ⚡ Quick learner
- ⚡ Self motivated
- ⚡ Organizational skills

Experience

REMITTANCE CLERK

AL DAHAB EXCHANGE | 02-04-2022 - Present

- Handling international remittance, withdrawals and wage protection system(WPS).
- Ensure anti money laundering/CFT policies and procedures are strictly followed.
- Researching international forex sites and dealing forex transactions.
- Responding to customer inquiries and concerns while offering comprehensive solutions.
- Researched competitor market and adapted tactics to boost performance of the branch.

LOGISTICS & DOCUMENTATION

ISB logistics | 2018-2019

- Reviewed customer orders and entered data into a centralized database(excel).
- Resolved problems for customers, warehouses and carriers.
- Prepared invoices for all customers in the logistics department for each contract.

Education

PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS

CCEK (Centre For Continuing Education Kerala Thrissur | 2018-2019

BACHELOR OF BUSINESS ADMINISTRATION

Calicut university, Thrissur | 2015-2018

Personal information

Date of Birth : 23-04-1997
Marital Status : Single
Nationality : Indian
Languages : English, Hindi, Malayalam

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the above mentioned particulars.