



RISHIN PALOLI

Remittance Executive

PROFILE

A diligent, hard-working and dedicated professional offering 4+ years' extensive experience of working in the field of Administration & Cashier with excellent organizational and communication skills. Proven expertise in coordinating Admin & Cashier activities in a challenging environment.

A prolific relations builder and a coordinator with proficiency in corporate communication, internal communication and public relations. Skilled in handling confidential information to top management. A team player with the ability to give consistently good output for long hours under stringent time lines. Well organized individual with initiative, versatility, adaptability and readiness to tackle new responsibilities

WORK EXPERIENCE

AL JABER EXCHANGE - ABU DHABI, UAE

2022 - PRESENT

Remittance Executive

- Efficiently process and facilitate remittance transactions, ensuring accuracy and compliance with regulatory requirements.
- Stay informed about local and international regulations governing remittance services.
- Provide excellent customer service by addressing inquiries, concerns, and issues related to remittance transactions.
- Generate accurate reports on remittance transactions, including volumes, trends, and any irregularities.
- Identify opportunities for process improvement to enhance the efficiency and effectiveness of remittance operations.

ADMIN CUM CASHIER AT GRAND GARMENTS

2019 - 2022

Textiles Wholesale Dealer

- Attend to all in-coming telephone calls and channel to appropriate personnel.
- Allocate all kind of expenses, maintain petty cash, revolving fund and reports to the manager for reimbursement.
- Documentation (Invoices, Insurance, staffs records, company records and other admin related documentations)
- Scan goods and ensure pricing is accurate
- Resolve customer complaints, guide them and provide relevant information
- Invoicing and payment processing.
- Check and verify all cash invoice or bills from supplier.

EDUCATION

2019 BACHELOR DEGREE IN ENGLISH

(Language & Literature) From Calicut University

2016 PRE UNIVERSITY COURSE (12th Class)

From Govt. Of Kerala Higher Secondary Examination Board

CONTACT

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Mussafah, Abu Dhabi, UAE

SKILLS

- Reporting skill
- Communication
- Analytical skills
- Excellent time keeping
- Customer assistance
- Exemplary customer service

STRENGTH

- Adaptability & flexibility
- Relationship management
- Team player
- Professional demeanor
- Leadership skills

LANGUAGE

- English
- Hindi
- Arabic
- Malayalam

PERSONAL DETAILS

Passport No : P1437060

Date of Expiry : 19-07-2026

Place of Issue : Malappuram

D.O.B : 02-09-1997

Visa Status : Residence visa