
Abdul Nayeem Siddiqui

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Objective

Certified Banking professional from Indian Institute of Banking and Finance with 5+ years experience in lead generation and lead qualification, proven customer service, and communication skills to effectively fill the supervisor role in your company.

Experience

- Al Dahab Exchange** 04/04/2023 - Present
Branch incharge/supervisor
As a supervisor or branch incharge, ensuring the smooth operation of a branch & overseeing daily operations, managing staff, ensuring compliance with company policies, and achieving branch targets. Additionally, Fostering a positive work environment, providing training and support to staff, and addressing any issues that may arise within the branch.
- Al dahab exchange** 01/11/2023 - 03/04/2023
Branch sales Assistant supervisor
As an assistant supervisor i typically supports the supervisor in overseeing the team or department. I assist in managing schedules, coordinating tasks, training new employees, and ensuring that operations run smoothly. I also serve as a point of contact for team members and help address any issues or concerns that may arise. Working in this position help me in strong leadership and organizational skills.
- Al dahab exchange** 01/06/2022 - 31/10/2023
Cashier with marketing executive
Dealing with WPS, international transactions, western union, world wide cash express and foreign exchange with marketing
- State bank of india** Dec 2018 - Mar 2022
Customer service and teller
My last role was to deal with customer service and inward , outward of cash from bank and give withdrawal, deposit and transfer of cash to customer as per their needs and give them the details of the insurance and make them purchase it
I was working even in the pandemic as a essential services
- Pin to plane services** Jun 2017 - Dec 2018
Customer service
customer services, student services, printing emails and Air ticketing.
- Paytm payments bank** Dec 2017 - Dec 2018
Customer service and teller
The role was to deal with customer service and inward , outward of cash from bank and give withdrawal, deposit and transfer of cash to customers as per their needs and selling of the fingerprint scanner to the customers

Additional Information

- *Fully vaccinated against covid-19
- *I am to ready to start work immediately
- *Regional work experience
- *Team player, cooperative and flexible
- *Loyal and honest
- *Ready to work in shifts
- *I don't have problem working 7 days a week.
- *Ability to work and produce output even in pressure
- *Closely monitors customer needs
- *Will respond to customer in timely manner
- *Firstly to informs customers about new features
- *Familiar with cash handling in large number
- *Familiar with office equipments like scanner, printer and lamination

Achievements

- **Anti-money laundering**
Successful obtained certification of introduction to Anti-Money laundering regulations from Alison
- **Indian Institute Of Banking And Finance**
The governing council of indian institute of banking and finance issued a certificate examination for business correspondent
- **Duolingo English test**
Cleared Duolingo English test with the marks of 110
- **Paytm Payments Bank**
Received a appreciation certificate by paytm payment bank for prevailing good attitude towards the customers
- **State Bank Of India**
Received a appreciation certificate by State bank of india for restless doing work in the pandemic as a Essential services for the society
- **Google Analytics Academy**
Received certification on completing Google analytics academy course

Skills

- *Casmex operation system
- Customer service management
- Cash management
- Microsoft office
- Cash flow
- communication

Personal Details

- Date of Birth : 12/04/1996
- Marital Status : Single
- Nationality : Indian
- Languages : Hindi, English, Telugu and Urdu

Education

- **Gandhi Institute Of Technology And Management**
Bachelor Of Commerce(Attested in UAE)
7.02
- **Board of intermediate education**
Intermediate
727
- **Board Of secondary school**
Secondary School Certificate
67