



JASEEM K J



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PROFILE

Dynamic professional with extensive experience in cashiering, office administration and sales operations, delivering exceptional service across diverse roles. Adept at handling financial transactions, maintaining accurate records, and ensuring operational efficiency. Skilled in managing office functions, organizing documentation, and supporting day-to-day business activities. Proven ability to drive sales, assist customers with product inquiries, and create a positive shopping experience. Known for excellent communication, multitasking, and problem-solving skills, with a strong commitment to meeting organizational goals and enhancing customer satisfaction.

EDUCATION

2009 | PHOTOSHOP CERTIFICATE

2012 | PLUS TWO HUMANITIES

BHSE

2009 | SSLC

BHSE

SKILLS

Cash Handling

Customer Service

Multitasking

Filing and Documentation

Data Entry

Time Management

Sales Techniques

Negotiation Skills

Product Knowledge

Communication

EXPERIENCE

FC CASHIER

Feb 2017- Jul 2024

LULU INTERNATIONAL EXCHANGE LLC, DUBAI, UAE

- Receive /issue cash transaction instrument like remittance, foreign currency exchange and value-added services transaction payments, etc.
- Proficient in exchanging 30 different currencies.
- Open/close branches as required and ensuring all tasks and checks are completed.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Provides support and information to customers, over the counter and by phone.
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' cash balance report at the close of each business day.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transaction
- Report to Branch in charge or Branch Supervisor about any discrepancy in cash count or fake notes.
- Complying AML policy & procedures as per the guideline of CBUAE
- Maintained friendly and professional customer interactions.
- Training new employee regarding money exchange procedures and cash drawer handling
- Perform all duties as assigned by supervisor

PHOTOGRAPHER, DESIGNER & SALES REP

Apr 2013 – Apr 2015

EXPRESS STUDIO, ABU DHABI, UAE

PHOTOGRAPHER, DESIGNER & SALES REP

Apr 2012 – Apr 2013

MARK STUDIO, KERALA, INDIA

- Capture high-quality photographs for events, portraits, products, or marketing campaigns.
- Use advanced photography equipment, lenses, and lighting to produce desired effects.

LANGUAGES

English

Arabic

Hindi

Tamil

Malayalam

PERSONAL DETAILS

DOB	21/05/1991
Gender	Male
Marital Status	Married
Nationality	Indian
Passport No	V7721296
Visa Status	Visiting Visa

- Collaborate with clients or creative teams to meet project goals and aesthetic requirements.
- Maintain an organized archive of photographs and ensure timely delivery to clients.
- Developed over 100 marketing materials, including brochures, websites, and advertisements, resulting in a 20% growth in client engagement and sales inquiries.
- Increased client satisfaction by delivering over 95% of design projects on time, ensuring that all creative concepts and layouts met client specifications and expectations.
- Prepare and present design drafts to stakeholders for feedback and revisions, achieving a 90% approval rate on first or second drafts within tight deadlines.
- Identify and engage potential customers to generate leads and close sales.
- Enhanced client satisfaction by 30% through timely delivery of cohesive designs that resonated with the target audience, supporting sales goals and marketing campaigns.
- Secured long-term client relationships, resulting in a 40% increase in repeat business by understanding customer pain points and offering personalized solutions.
- Build and maintain strong relationships with clients to foster loyalty and repeat business.
- Achieve sales targets through effective negotiation and communication.

PROFESSIONAL QUALIFICATIONS

- MS Word
- MS Excel
- Adobe Photoshop
- Photography

DECLARATION

Hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

JASEEM K J