



RAMANDEEP SINGH

CASHIER

✉ rsohig5449@gmail.com

📅 Date of birth
23/07/1996

🇮🇳 Indian

📍 SIKH

📞 056 968 1019

👤 Single

Languages

English

Hindi

Panjabi

Interests

MUSIC

FOOTBALL

BOOK READING

WRITE NOVELS

INTERDAY TRADING

STOCK MARKET

Skills

Handling cheques for clearing

Answer customer Enquiries

Seek advice

Follow Up

Mindset

Product and service knowledge

Focus problem solving

Empathy

Personalised

Active listening

To obtain a challenging position in a dynamic company wherein my professional expertise, excellent customer service and academic skills will be applied in making a significant contribution in a competitive and growth-oriented organization.

Work experience

CUSTOMER SERVICE OFFICER CUM CASHIER

Since November 2022 [AL RAZOUKI INTERNATIONAL EXCHANGE DUBAI](#)

Worked with [AL RAZOUKI INTERNATIONAL EXCHANGE](#) as **Customer service officer** and **Cashier** of branch.

My key responsibilities included:

- FC Sale & Purchase of all Currencies.
- Remittance Cash Collection for all countries.
- Preparation of Remittance for all countries.
- Western Union Sending & Receiving.
- Trans fast Sending and Receiving.
- Ria money Sending and Receiving.
- Instant cash Sending and Receiving.
- Preparation of Central Bank Cash.
- Registering WPS customer as per UAE Compliance procedure
- Making of Salaries in WPS PRO.
- Registering and dealing with Corporate clients as per UAE compliance procedure.
- Replying to all query through emails/calls of customer.
- Replying to all the company compliance emails regarding KYC and other internal matters.
- Preparing of KYC form, Amendment form and Cancellation Form as per company compliance policy.
- The experience at the Exchange has enabled me to develop an understanding of Financial Market key business processes of Exchange Company

INVENTORY

From January 2020 to October 2022 [WESTZONE SUPERMARKET DUBAI](#)

- Monitored and managed stock levels to ensure optimal inventory availability
- Conducted regular stock checks and audits to identify discrepancies and maintain accuracy.
- Coordinated with suppliers and vendors for timely stock replenishment.
- Maintained organized storage areas and ensured adherence to company safety and cleanliness standards.
- Assisted in implementing inventory control systems to minimize wastage and reduce costs.
- Generated detailed inventory reports to support management in decision-making.

SUPERVISOR

From January 2015 to March 2020 [DASHMESH MECHANICAL WORKS AMARGARH INDIA](#)

- Oversaw daily operations, ensuring team productivity and adherence to company policies.
- Trained and guided staff to maintain high customer service and operational standards.

Assets

Patience

Empathy

Time Management

Interpersonal

Education

● INDUSTRIAL TRAINING INSTITUTE

From March 2017 to March 2019 [SHAHEED BHAI KANI SINGH COLLAGE](#) Malerkotla, PB, India

● COMPUTER ENGINEERING

From March 2012 to March 2015 [BHAI GURDAS POLYTECHNIC COLLAGE](#) Sangrur, PB, India

Computer skills

C3 PORTAL

CASMAX (EXCHANGE HOUSE SOFTWARE)

ASPIRE

WPS PRO

INSTANT CASH

WESTERN UNION

RIA MONEY

TRANSFAST