

**CURRICULUM VITAE**

**HASHEER**

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| **Objective** | A professional holding graduation in Economics and extensive experience in every high and low end aspect of banking & financial, administration, office assistance, and sales. Proficient in Tally ERP9, MS Office tools and co-ordination of various departments within and outside the organization. Seeking a key post that allows application of accrued experience and knowledge in actively contributing to the bottom line of the company. |
| **Core Skills** | Excellent letter writing and customer service skills.  Typing-40- 50 words per minute and outstanding PC skills.  Typing skills in Arabic.  Ability to manage numerous tasks at a time.  Good oral and written communication skill.  Good at achieving targeted objectives in the time frame. |
| **Career Experiences** | **Organization : AL ANSARI EXCHANGE LLC, DUBAI**  **Position : Remittance Officer- Teller ( Dirhams & Foreign Currency)**  **Department : Operations**  **Period : From June 2013 to present**  **Responsibilities :**   * Buying & selling foreign currencies from walk in customers on a regular basis and from other Exchange Houses or Financial Institutions whenever the situation demands. * Monitor rate on website or available online tool and forecast currency rate to avoid possible losses and ensure maximum profit. * Formulate business strategy according to the market conditions, market changes or available market information. * Provide fast, excellent and error free remittance services (DD/TT/WU/CE/etc). * Cashiering and cash fund managing, safekeeping and cash level monitoring. * Respect AML rules, policy and procedures of the company wherever applicable. * Collect all supporting documents ( Master document for remittance, copies of IDs/Trade license/invoices and LOA) for the transactions conducted and arrange for keeping them in files as per the uniform filing system of the company. Arrange for transferring such documents to ware house. * Read, sign and follow all the circulars from the operations department and respect the rules/policies of the company. * Processing of WPS system. * Handling of Opening of Bank accounts, Corporate accounts and Retail customers. * Deal with all customer complaints and find suitable solutions or inform and follow up such complaints with customer care cell in Back office. * Forward stationary requisitions to the concerned department and ensure the availability of adequate stationaries/form in the branch. * Convey training needs to Branch Managers and attend training programs organized by HR department. * Other Duties as assigned   **Organization : IDBI BANK LTD, THALASSERY ,KERALA INDIA**  **Position : Sr. Business Development Officer**  **Department : Personal Banking**  **Period : May 2012 to January 2013**  **Responsibilities :**   * Sell the company products and services to new and existing customers. * Effectively achieving Segment wise sales targets of the branch through large team of Sales Executives, agents & DSA. * Continuous monitoring of performance of sales team, team building & training of sales satff, focus on continuous improvements of sales standards. * Planning and implementing sales promotional activities & sales contests. * Effective utilization of allocated budgets. * Ensuring adherence of norms & regulations like KYC & Account opening formalities by the sales team. * Monitoring customer query & complaint handling activities at the branch. * Build trust and strong relationship with customers and company.   **Organization : EASY TALK (Prepaid distributor, BHARTI AIRTEL LTD)**  **Position : Office Administrator**  **Department : Administration**  **Period : April 2011 to April 2012**  **Responsibilities :**   * Coordinate workforce management objectives with a focus on individual, departmental and Organizational-wide initiatives and team concepts. * Convincing and building relationship with customers at all time. * Prepare and maintain all documentation for sales. * Handling general office activities. * Filling documentation and admin work. * Monitoring various types of documents of the company.   Other duties as assigned. |
| **Academic** | * **GRADUATION IN ECONOMICS** : Kannur University, Kerala, India-2009 * **PLUS TWO** : (Kerala exam board) 2004-2006 * **10th STD** : (Kerala exam Board) 2004 |
| **Trainings and Seminars** | * New Hire Orientation Training- June 2013 * 10 days Foundation Training –July 2013 * Anti Money Laundering & PFCM Level 1 (prevention of fraud and counterfeit money)-July 2103 * PFCM 2 (Prevention of fraud and counterfeit money level 2)-November 2013 * AAML (Advanced Anti Money Laundering)- December 2013 * BTE (Business Telephone Etiquette) June 2014 * ACS (Advanced Customer Service) June 2014 * CE V2 (Cash Express Version 2) August 2014 * AAML (Advanced Anti Money Laundering) March 2015 * Anti Money Laundering – April 2015 * PFCM 2 (Prevention of Fraud and counterfeit Money Level 2) June 2015 * AAML ( (Advanced Anti Money Laundering)- December 2016 |
| **Achievements** | * Best Performer of the month in the branch at Al Ansari Exchange continuously From June 2014 to June 2015, and from November 2015 to July 2016. * Certificate of Appreciation for the Best Idea nomination. (Fikrati programme of Al Ansari Exchange) * Participated & Runner up in Inter collegiate Chess Championship. |
| **Technical Skills** | **Diploma in Graphics and Information Technology (DGIT)**   * Ms Office (word, excel, PowerPoint,) * Adobe Photoshop * Adobe Flash * E- Commerce * Hardware   **Software : Tally ERP 9, Arex(Alansari remittance & Exchange), Cash Express(World wide money transfer), Western Union.**  . |
| **Personal Info** | Name : HASHEER.  Date of birth : 24.12.1988  Gender : Male  Marital status : Single  Religion : Muslim  Nationality : Indian  Languages known : English, Hindi, Urdu, Malayalam, & Tamil  Visa Status : Resident Visa  Driving License : **Valid UAE Driving License** |
| **Declaration** | I hereby declared that all the details and particulars furnished above are correct to the best of my knowledge.  Date:  Place: **HASHEER** |