**First Name of Application CV No 1646520**

Whatsapp Mobile: +971504753686



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**Objective**

My experience has given me the confidence with which I can adapt myself to the rapidly changing environment. I believe that your esteemed organization will provide me the opportunity to further develop the necessary skills needed for tomorrow's environment, which will enhance my personal career as well as the growth of the organization.

# Talented, qualified and experienced Teller with strong analytical and relationship building skills with a high ambition to grow and lead. Over seven years of experience in finance sector.

WORK EXPERIENCE­­­­­­­

**EMIRATES ISLAMIC**

**Teller, April 2013 - Till Date.**

**Job Description:**

* Provide quality service to the customer and contribute positively to the image of the bank.
* Ensure error free and timely posting of vouchers and cheque.
* Ensure to meet the deadline for critical transactions like Clearing and Telex Transfers.
* Ensure no financial loss occurs due to negligence or non-adherence to bank polices.
* Ensure to report immediately any cash surplus or shortage to immediate superior.
* Check other Tellers Audit Trail independently.
* Ensure adequate control in handling security stationery like Managers Cheque and Demand Drafts.
* Balance cash against daily cash position.
* Maintain customer privacy and confidentiality at all times.
* Ensure that all vouchers related to illiterate customers are witnessed by the Supervisor**.**
* To exercise due diligence while dealing with large transactions and obtain source of fund without tipping off the customer.

**Past Work Experience:**

**UAE Exchange Centre LLC.**

**Teller/ Customer Relations, January 2008 – April 2013**

**Training Details:**

**In House:**

**Emirates Islamic - AML Refresher 2015**

**Emirates Islamic - FATCA 2015 Refresher**

**Emirates Islamic – Customer Service Model Awareness Level 2**

**Emirates Islamic – Customer Service Model Awareness Level 1**

**Anti-Money Laundering 2014.**

**External Local:**

**FX and Money Markets (Advanced) from Emirates Institute for Banking and Financial Studies.**

**acadEmic details**

|  |  |
| --- | --- |
| **Post Graduate Diploma in Business Administration (Travel & Tourism)** |  |
| Kerala Institute of Tourism and Travel Studies, India 2006 |  |
| **Bachelor of Commerce** |  |
| University of Calicut, India 2002 |  |

**Computer SKILLS**

Technical savvy, experienced in Word, Excel, Internet, and E-mail applications.

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Gender :Male

Date of Birth:10-02-1981

Marital Status :Married

Nationality :Indian

Driving License :Valid UAE Driving License

Linguistic Ability :English, Hindi, Malayalam