**SARFUDEEN**

DUBAI, UAE. e*mail:* ***sarfudeenid.367890@2freemail.com***

### Career Objective

 Seeking a promising career that provide an opportunity to apply and enhance my skills and contribute constrictively to the organization.

### Educational Qualification & Experience

* Graduation Bachelor of Science(Botany)

 (1992-1995) Bharathi DasanUniversity- India.

* Higher Secondary School Tamilnadu Education Board

* S.S.L.C Tamilnadu Education Board

###

### Technical Knowledge

1. Diploma in computer application
2. English Type Writing (Junior Level)
3. Arabic Type writing

### Added Skills

Having **UAE Valid Driving License** (Light Motor Vehicle& Motor cycle)

### Languages Known:

To Read : English, Arabic and Tamil

To Write : English, Arabic and Tamil

To Speak : English, Arabic, Hindi, Urdu, Tamil and Malayalam

***Work Experience in India***

1. Two years work experience as Computer Data EntryOperator in Capital Computer Centre. (chennai-4, India) from 1996-1998.
2. Three Years work experience Clerk in Limras Advertising PvtLtd (New Delhi-16, India) from 2001 - 2004.

### Work Experience in UAE

1. Two Years work experience in SAMEH TYPING CENTRE as Typist in English & Arabic (Ajman,UAE) 1998-2000.
2. One and half years of experience as Shop in Charge in Abraj Al Hai Trading Co

(Dubai, UAE) 2004-2006.

1. Ten Years work experience in **UAE EXCHANGE CENTRE LLC** as a **Teller and FC Cashier** (Dubai, UAE) 2006 – 2016.

### Job Profile:

* Foreign Currency Exchange
* Remittance Operation in TT, DD, XPRESS MONEY, XPRESSCHEQUE, WU TRANSFERS, CORPORATE TXN, ETC.,
* Cash acceptance in Remittance and payments in other allied products.
* Selling of allied products (Mashreq Certificate, National Bonds, NRE Accounts etc.,)
* Handling customer complaints and queries.
* Marketing and Corporate customer’s services.

### Career Achievements:

 Started career as Customer Service Assistant and promoted as Junior Officer Teller and

 Foreign currency cashier.

### Personal Particulars:

###### Date of Birth : 04-05-1973

Sex : Male

Marital Status : Married

Nationality : INDIAN

Visa status : VISIT (Exp:30/06/2017)

### Declaration:

 **The details furnished above are sincere and best of knowledge.**