**SINJU**

 

Teller/Cashier

Email: sinju.390339@2freemail.com

Objectives

 To be a part of a dynamic organization, where the growth is interpreted not only in monetary and career progression but the essence should be driven in the form of mental and personal development

Work Experiences

***Service Officer& FC cashier*** in UAE Exchange Centre L.L.C. in UAE from November 2012 to July 2018

* Foreign currency sales , purchase to and from customers and corporate
* Cross selling of currencies and allied products to meet monthly and yearly targets
* AML compliance scrutiny
* Cash handling, customer services, counting bulk cash, accepting transferred cash from other cashiers, branches and banks
* Keeping a close look on market currency fluctuation and manage booking of key currencies with for ex dept.
* Providing excellent customer service
* Day end report preparation and mailing.
* Reconciling of the files.
* Cross selling and marketing different allied products.
* Attending query from the customer
* Worked as a second line in Branch accounts
* Keeping a record of daily activities for future reference and audit purpose

ACHIEVEMENTS

* Employee of month ( Aug 2013,Dec 2014,Jan 2015)
* Special certificate for Outstanding Performance achievement in FC Business for the year 2014

***Operational / sales Executive & Project Coordinators*** in Fast track Logistic Company in Riyadh on23rd April 2011 to 31st December 2011

* Preparing the documents of shipment &forwarding
* Involved in costing department and member of Planning Management
* Preparation of Payment and Outstanding Statements
* Briefing management with latest market changes to adopt new tools and techniques to become more competitive
* Constant follow up and strengthen company relationship with customer
* Understanding customer need and find solution to the query
* Purchasing the packing materials

***Administrative & Purchase Executive* in Administration Dept**. in Ahalia Hospital Palakkad (01.09.2009-10.09.2010)

* Assist in the operations of Finance department
* Assist in the operations of HR department
* Assist in the operations of purchasing department
* Process the purchase orders by liaising with suppliers or principals
* Ensure all purchase are approved within mandated guidelines
* Assist in the sourcing locally and overseas for new goods not supplied by regular principals/suppliers
* Manage the local and overseas purchase enquiries

Technical Courses

* Completed course in MS Office.
* Completed in DCFA in G Tec Calicut (Peachtree, Daceasy, Tally, Wings)

Qualification

**MBA (FINANCE& MKT) NIET (ANNA UNIVERSITY COIMBATORE) 2009**

**B.COM IT UNDER CALICUT UNIVERSITY KERALA 2006**

Personal Details

Name : SINJU

Nationality : Indian

Birth Place : Kuwait

Date of Birth : 13th may 1985

Marital Status : Married

Driving License : Indian & UAE (Valid)

Languages : English, Malayalam, Hindi & Tamil

Visa status : Visit Visa