**NOUFAL**

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**PROFESSIONAL OBJECTIVE**

As a professional, my objective is to become an integral part of an organization that seeks an ambitious and career conscious person, where acquired skills and education will be utilized toward continued growth and advancement.



**PERSONAL PROFILE**

I consider myself as an independent, strong personality with excellent analytical skills. I bring a unique blend of tenacity, innovative, troubleshooting, leadership skills, precision and a very high level of motivation. I enjoy working as a team in a challenging working environment. Achievement, ambition, strong work ethic, desire to succeed, constant challenges and goals that I've set for myself to drive me. I have an unquenchable thirst for knowledge and I'm a quick learner also.



**CAREER SUMMARY**

## - FORGINE EXCHANGE DEALER CUM TELLER AND

**ACCOUNTANT**

**(June 2011 *–Nov*2017**

**UAE EXCHANGE CENTRE LLC**

**UAE EXCHANGE CENTRE LLC** is a leading exchange house in middle east which has great global network around the world, UAE Exchange has more than 100 branches in UAE and company’s major business activities include Draft cheques, Swift transfers, Express transfers, Xpress Money transfers, Western Union money transfers, Travelex money transfers, Credit card settlement services & cash advances, purchase and sale of foreign currency bank notes, and Traveler’s Cheques in retail and wholesale, other banking activities & financial activities etc.

The entire activities of the company have fully automated and operate in online system. As a **Senior Teller, I have 3years and** experience in cash of the branch and 4year experience in bank notes department, AS a Dealer, key duties and responsibilities assigned to me as follow.

Role of banknote Department

Handling the Foreign Currency requirements UAE Banks, Exchange Houses & Top Corporate customers. Monitoring and execution of delivery channels.

Foreign Currency Rate quoting and hedging in forex platform to mitigate Risk. Comply with the company policy of funds liquidity.

Handling the funding activity to our foreign currency export Centre.

Maximizing the profit through whole sale purchase and sale of currency of foreign currency with in UAE as well as to abroad customers through export division.

Handling the reconciliation of foreign currency platform position.

Reverse hedging the open position in FX platform and covering the Net position to overseas banking.

Daily cash management

Oversee and co-ordinate every aspects of operational activity

Respond to audit inquiries in a timely manner

Reporting to manager and department head about daily margin report

Acting branch manager during their absence and annual leave

## Role of Senior Teller

* Buying and selling of foreign currencies and verifying the Genuine of the same
* Funding Dirham to CENTERAL BANK OF UAE
* Ensuring the business related transaction are remitted with sufficient documents like invoice etc
* Visiting the corporate company and ensuring physical availability and operation of company
* Monitoring U turn transactions for US sanction countries around the world.
* Interaction with the customers regarding company’s products & services and get maximum in formations regarding business deals and clients
* Regularly updation and training for the staffs.

Role of customer service

* + - providing customers are personalized ,friendly and efficient cashiering service

* + - Helping to resolve customer compliance
    - Deal directly with customer either by telephone or face to face
    - Identifying and resolving source of financial and operation risk
    - Working with the branch manager to build a cohesive team comprising both and service staff
    - Attract potential customer by answering product and service question ,suggesting information
    - about other product and service
    - Make sales call to clients discuss about product

Role of Accountant:

* Handling of branch accountants and reconciling with head office and liaison office.
* Preparation of Profit and Loss statement, Trail Balance.
* Check and ensure daily physical cash was counted and tallied with the system statement.
* Estimating and budgeting income and cost to income.
* Supervising and monitoring the cashier for funding the cash to Cash Processing Centre.
* Conducting internal audit for inter branches.
* Handling and follow up on line & day-to-day customer inquiries
* Preparation of day-to-day reports for the entire activities of the branch & finalize the day end process & report to the management
* Preparation and handling of monthly sales ,purchases ,receivable , payable and report to the management



**QUALIFICATIONS**

* B.Com - Commerce May 2006

University of Calicut, Kerala, India.

12th STD - Commerce May 2003

BYKHS KALPAKANCHERY

* Professional Qualification
* Internal Audit & Manual Accounting
* Institute of Accounts & Taxation (IAT)
* Computer Literate:
* Office Applications Familiar with

1. Microsoft Office 2007/XP/Open office

(MS Word/ MS Excel/ MS Access/ MS Power Point) TALLY 7.2



**PERSONAL PROFILE**

Date of Birth : 7th January 1986 Nationality/Religion : Indian/Muslim Sex : Male

Marital Status : Married

Language Known : English, Hindi

Visa Status : Visit visa/

ACKNOWLEDGEMENTI

hereby certify that all the information furnished above are true and correct to the

best of my knowledge and behalf.