



# ABDUL IRSHAD

As A BANKER

☎ 055 2729166

✉ irshu769@gmail.com

📍 Ras Al Khaimah

## PERSONAL INFORMATION

DOB: 01 Sep 1982

Nationality: Indian

Status: Male/married

Visa: Residence

## EDUCATION

### SECONDARY SCHOOL LEAVING CERTIFICATE

Board of public  
Examination  
Government of  
Kerala - India

## LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM
- TAMIL

## ABOUT ME

To pursue a challenging career within a progressive organization that prioritizes professional growth and development enabling me to enhance my knowledge and skills while making meaningful contributions to the organizations success.

## WORK EXPERIENCE

NATIONAL BANK OF RAS AL KHAIMAH UAE-RAK BANK 2013-2024

**Driver cum P R O**

Ras Al Khaimah

- Collecting the documents from the branches, units and departments and handed over to archival department daily
- Daily collection documents and cheques next day validating Rsmobile & uploaded in the system
- Retrieval file and documents dispatch the concern department and HQ mail room
- Delivering stationery branches and departments,
- assist in all admin support as needed
- Retrieve cheques and files from the location upon request concern
- Relogging cheques and file archiving to location
- Going for collection all over the U A E
- Very well know location Abu Dhabi, Dubai & Northern Emirates
- Daily collection route. RAK to Dubai to RAK other Emirates collection request bases
- Logs official trips, daily mileage, fuel
- Ensures all immediate actions required by rules and regulations are taken in case of accidents.
- Performs any other duties as required.
- Driver with an excellent safety record
- I have gained valuable knowledge in administrative tasks
- Support public relations officer (PRO) with visa processing

## SKILLS

- Strong inter- personal and communication skills
- Ability to easily understand new concepts with minimum refractory time
- High adaptability
- Perseverance and Integrity to Work
- Objectivity
- Innovative thinking

Driving License

Manual & Auto

SHARJAH

## REFERENCES

upon request

UAE Exchange Centre LLC., Abu Dhabi, UAE

2008-2013

### Driver cum messenger

Abu Dhabi

- Collecting the cheque from the customers & depositing in the bank same days
- Foreign currencies pick up & delivering to the companies & corporate customers
- Camp visits for salary disbursal & site remittance purpose
- Preparing & arranging documents to send to central stores
- Meeting official personnel and visitors at the airport, visa and customs formalities arrangement
- Staff pick up and drop

### ABU DHABI NATIONAL OIL COMPANY (ADNOC) U A E

2004-2008

#### SALES ATTENDED

Sharjah

- Taking care of services station
- Making good report with customers
- Making daily reports & sending cash to Group4 companies
- Attending the customers with good manner
- Preparing stock and sales statement and cash statement
- Preparing cash bills
- Accepting the cash & credit cards from the customers
- Merchandiser

Well experienced with Windows Environment and MS Office Tools, especially Excel, Word and Power Point. Learned much conversant with internet and e-mailing tools.