

MANJURUL MAHSIN

FC Cashier & Teller

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Abu Dhabi, U.A.E



PERSONAL DETAILS

Gender : Male

Date of Birth : 20-10-1980

Nationality : Bangladesh

Marital Status : Married

ACADEMIC CREDENTIALS

HSC - Dighapatia M K College, Natore

- (Business Management) Bangladesh Technical Education Board Dhaka. 1997 – 1999

SSC | Govt. Boy’s High School, Natore

- (Science) Board of Intermediate and Secondary Education, Rajshahi Bangladesh. 1996-1997

LANGUAGES KNOWN

- Arabic, English, Bengali, Urdu, Hindi

CERTIFIATION

CERTIFICATE OF PARTICIPATION

“AML/CFT & Due Diligence” central Bank of UAE” conducted for the year 2022-2023

Valid Light Vehicle Driving License

No: 2355255

Date of Issue :20-06-2017

Date of Expiry :19-06-2027

PROFILE SUMMARY

Experienced in finance and customer service, with strong communication skills and attention to detail. Proficient in tax research, financial statements, and compliance, with strong analytical and communication abilities. Detail-oriented financial professional, skilled in record-keeping, reporting, and managing accounts, with knowledge of budgeting and tax regulations.

EMPLOYMENT CHRONICE

FC CASHIER & TELLER| MAY 2006 – PRESENT

NATIONAL EXCHANGE COMPANY PJSC– ABU DHABI, UAE

KEY RESPONSIBILITIES

- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return.
- Deal with the sale and purchase of foreign currency through branches and local exchange centers. Making retail remittance transactions for many countries.
- Transferring money through online systems, such as Western Union, Xpress Money, Symex and Transfast.
- Processed transactions quickly and efficiently. Maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues.
- Ensured that each customer received outstanding service by providing a friendly environment.
- Using Symex System to reconcile online accounts every day.

AREA OF EXPERTISE

- Customer Service
- Cash Handling Expertise
- Excellent Time Management Skills
- Complaint Handling
- Foreign Currency Knowledge
- Forex Dealing
- Exceptional Communications
- Computer Proficiency
- Loss prevention techniques.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MANJURUL MAHSIN