



CONTACT

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EDUCATION

- **Diploma in Electrical Engineering**
June 1993 – May 1996
Govt. Polytechnic, Kannur, Kerala
- **T.H.S.L.C (10TH STD)**
- **Certificate in MS Office**
- **Computerized Foreign Accounting**

LANGUAGE SKILLS

- English, Hindi, Arabic, Tamil, Malayalam

PERSONAL SKILLS

- Good communication and inter personal skills
- Disciplined and honest
- Hard working willing to learn under pressure, having team spirit
- Willing to take up new challenges

RAJESH RAJAN

To strive for a challenging job in a progressive organization, where I can Contribute and build my professional career along with the growth of Organization and to give the best of my qualification, experience and Abilities.

WORK EXPERIENCE

- **DAR EXCHANGE, AL MURAQQABAT, DEIRA, DUBAI, UAE.** [12 Jan 2022 - 8 Dec 2023]- CASHIER.
 - Worked as a Cashier, handling remittance customers and foreign currency exchange customers and also buy and sell large volume foreign currencies from corporate customers etc.

- **UAE EXCHANGE CENTER Co W.L.L, BAHRAIN** (July 2011 - July 2020)

Joined as a cashier handling remittance and corporate transactions also performed as a foreign currency exchange cashier.

Handled the post of Branch Compliance Officer for verifying all the transactions executing in the branch.

Handled the post of Branch Supervisor managing the day to day activities in the branch like managing the customers as well as the team mates, customer grievances, funding the physical cash to bank etc.

Carried out marketing activities like meeting the customers personally, distributing the flyers etc. for explaining company's services and unique products.

Opened NRE accounts of different banks for the Indian customers.

- **Kerala State Road Transport Corporation** (Feb 2003 - Feb 2011)
Worked as a Second grade Conductor in K.S.R.T.C
- **Civil Works Company, Saudi Arabia** (Feb 2002 – Feb 2003)
Worked as an Industrial Electrician in CWC Saudi Arabia.
- **Acura Systems, India.** (2001 - 2002)
Worked for 1 year as an Electrical Technician in Acura Systems, Mumbai, India.
- **I.T.I Limited, Palakkad** (2000 - 2001)
Undergone Apprenticeship for one year in Indian Telephone Industries in Palakkad, Kerala.

