



## CONTACT

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## EDUCATION

- **Diploma in Electrical Engineering**  
Govt. Polytechnic ,Kannur, Kerala
- **Certificate in MS Office**
- **Certificate in Computerized Foreign Accounting**

## LANGUAGE SKILLS

- English, Hindi, Arabic, Tamil and Malayalam

## PERSONAL SKILLS

- ❖ Good communication and inter personal skills including conversational Arabic.
- ❖ Well-versed with exchange companies activities in the UAE including Anti-Money Laundering (AML) requirements and transaction limits.
- ❖ Disciplined and honest
- ❖ Hard working, will to learn under pressure with a focus on team work.
- ❖ Willing to take up new challenges

# RAJESH RAJAN

Looking for a challenging job in a progressive environment where I can utilize my skills and experience for the growth of the organization while building a career for me.

## WORK EXPERIENCE

- **DAR EXCHANGE ,AL MURAQQABAT,DEIRA,DUBAI,UAE.[Jan 2022 - Dec 2023 ]- CASHIER.**
  - Worked as Cashier, handling remittance and Forex customers.
  - Performed Branch Manager role by controlling day-to-day activities of the branch when the branch head was on annual vacation. The activities handled include managing the walk-in customers, branch staff, attending customer grievances and funding the physical cash to bank.
  - Buy and sell large volumes of foreign currencies from corporate customers.
  - Carried out marketing activities including meeting customers personally outside the branch, distributing flyers to promote company's products and services 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 verifying all the transactions carried out 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 teammates, 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 as Electrical Technician at Acura Systems, Mumbai, India.
- **I.T.I Limited, Palakkad (2000 - 2001)**  
One year Apprenticeship at Indian Telephone Industries in Kerala.