



MUHAMMED ZIYAD M

Location : Dubai, UAE

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Email : ziyad4618@gmail.com

PERSONAL INFORMATION

Nationality:
Indian

Visa Status:
Residence

Gender:
Male

Marital status:
Married

Date of Birth:
15/05/1994

Driving License:
Valid UAE LMV & MC License

LANGUAGES KNOWN

- English : Read, Write & Speak
- Hindi : Read, Write & Speak
- Arabic : Read, Write & Speak
- Malayalam : Read, Write & Speak

OTHER SKILLS & PROFICIENCY

- Analytical and problem solving
- Proficient with Microsoft office including word, excel, PowerPoint, outlook etc.
- Task delegation and assignment on outlook
- Tech- heavy role
- Team work
- Quick Learner
- Administration
- Facilities Management
- Customer service



CAREER OBJECTIVE

To enhance my professional skills in a dynamic and stable workplace, seeking a respectable position in an innovative, globally reputed organization and work with commitment to build and enhance my professional skill set.



WORK EXPERIENCE

AL KHAIMA AL ZARQAA EXCHANGE | January 2019 – Till date

Foreign Exchange Teller Cum Messenger

ZAMLKA FOOD STUFF TRADING | January 2018 – December 2018

Merchandiser



DUTIES AND RESPONSIBILITIES

AL KHAIMA AL ZARQAA EXCHANGE

Foreign Exchange Teller Cum Messenger

- Handling of customer financial affairs including deposits, withdrawals and cross selling various financial products such as insurance for old and new customers.
- Checked amount details and fraud markers transactions such as cheques.
- Completely highly accurate high volume money counts via both manual and machine driven approaches.
- Gathering customer data and following up with customers for the lack of future transactions.
- All Cash transaction and All cheque dealings.
- Encouraging promotions to the customers aware about lucky draws.
- Assessing Customer Credentials.
- Following banking guidelines to ensure security.
- Conduct cash transactions with customers.

ZAMLKA FOOD STUFF TRADING

Merchandiser

- Visiting suppliers and manufactures.
- Planning delivery time tables.
- Monitoring stock levels.
- Ordering products.
- LPO Monitoring and Cheque collection.
- Helping with promotions and advertising campaigns.
- Producing sales projections.



EDUCATION

- 2017 - Graduate in Bachelor of Commerce at J.R.N Rajasthan Vidyapeeth Rajasthan, India
- 2012 - Higher Secondary at City Higher Secondary School, Kannur, Kerala, India
- 2010 - Higher Secondary, Public Board of examination Kerala, India



OTHER HOBBIES

- Photography
- Gym
- Swimming
- Travelling
- Playing Cricket and Football



DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.

Regards,
MUHAMMED ZIYAD M