

Curriculum-Vitae



Nadeem Ahmad

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CAREER OBJECTIVE:

Detail-oriented and trustworthy Money Exchange Cashier with 16 years of experience in foreign currency exchange, cash handling, customer service, and financial transactions. Skilled at working in fast-paced environments, maintaining accuracy, preventing fraud, and delivering high customer satisfaction. Strong mathematical skills and knowledge of exchange rates, compliance, and anti money laundering procedure

Work Experience: - (16yrs)

SUPERVISOR

[ALFA EXCHANGE] – [Dubai] [JAN 2017 – Present]

- Handle foreign currency buying and selling transactions with accuracy.
- Provide customers with updated exchange rates and financial information.
- Verify currency authenticity using machines and manual checks.
- Process remittances, transfers, and bill payments (if applicable).
- Maintain cash drawers and balance daily transactions.
- Prepare end-of-day reports and submit accounting summaries.
- Ensure compliance with AML, KYC, and company policies.
- Assist customers with inquiries and provide excellent service.
- prepare periodic report on analysis and take appropriate action to improve the business and customer satisfaction

Head Cashier

[SHARAF EXCHANGE LLC] – [Dubai] [MAY 2012 – JAN 2016]

- Receiving customers at the counter.
- Assisting them to exchange the foreign currencies to local currency.

- Oversee daily activities of cashiers, ensuring proper attendance, task assignment, and adherence to company policies.
- Ensure accurate cash drawer counts at start and end of shifts
- Reconciliations of the same.
- Always offering error free transactions to the customers
- Custodian of cash safes containing reserve cash and service cash.
- Opening and closing of vault.
- Update the foreign exchange rate board.
- Maintain a professional relationship with customers.

Customer Service Executive

[REDHA- AL ANSARI EXCHANGES EST] – [Dubai] [MAR 2009 – MAR 2012]

- Bank Account opening. WPS Marketing, Eze top.
- Western Union transfer. Credit Card payment. Preparing national Bond.
- Prepare Telex Transfer all around the world.
- Giving appropriate assistance to the different types of customers
- Checking smooth functioning of anti-money laundering formalities.

Education Qualification: -

- Master of Art (M.A)-2006
Shibli National College (VBS Purvanchal University)
- Bachelor of Art (B.A)
Shibli National College (VBS Purvanchal University)

Technical Qualification: -

- Diploma in Computer Application (DCA) Al Huda
- Tally ERP9 (Shibli national college)

Personnel information

Father's Name	:	Kaleem Ahmad
Date of Birth	:	14/07/1980
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam
Language known	:	Hindi,English,Urdu,Arabic.

Passport details: -

Passport no: -C8664848	Place of issue: - Dubai
Date of issue: -11/03/2025	Date of expiry: -10/03/2035
<u>Visa Status: -</u> Employment Visa Expires on 10/05/2027	

Declaration: -

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

Place: -Dubai

Date: -

(Nadeem Ahmad)