**Curriculum Vitae**



**AL JALEEL.A**

An experienced and innovative NBFC Employee with 9 years experience in Sophisticated customer service.

Nationality : Indian

Email : [aljaleel002385@gmail.com](mailto:aljaleel002385@gmail.com)

Contact no : 0091-9946804302

**PERSONAL PROFILE**

**Objective:**

* To help the establishment in generating sales by building buisness relationship with corporate and other industries,doing fast and accurate customer service,developing potential capability to the standards set by the organisation that encourages professional and personal development

**Acheivements:**

* Dependable and reliable in supporting and enabling team effort to produce genuine long term sustainable development
* High personal integrity,and able to create trust in all

**Duties & Responsibilities:**

* Efficint in handling customers,maintain good relations and effectively discharging the official responsibilities makes me suitable to work in a highly competitive environment
* Handling independent counter as cashier both in INR and as well as Foeign currency
* Execution of working profile in a judicious way to promote sales
* Acting as a marketing executive for promotion of foreign exchange,loans and insurance
* Maintaining manual Registers and accounting
* Follow-up with the clients in sales and purchase
* Knowing rate-quoting and sending swift transfers(sending money abroad)
* Running the foreign exchange software of the branch
* Bridging the co-ordination between the staff and corporate office
* Handling gold,vehicle and personal loans

**Additional Excellence:**

* I am keen to assume challenging responsibilities that will maximize and further enhance my current knowledge.I consider myself as a motivated individual with team building & inter-personal skills, and highly driven to succeed. I am ready to adapt new technologies and also ready to meet challenging targets.

**Corporate Experience-I**

UAE Exchange,India,Trivandrum Manacaud

Company Type : NBFC (Non Banking Financial Company)

Designation : Branch Manager

Period : Feb 2006 Till Date

**Corporate Experience-II**

Tata Consultancy Services,Technopark,Kazhakkuttom

Company Type : Consultancy Services

Designation : Receptionist

Period : Feb 2005 to Jan 2006

**Academics:**

* HDC from kerala university with 50%
* Bachelor of Commerce from kerala university with 53%
* Plus two-Board of Higher Secondary Examinations,kerala with 57%
* SSLC-Kerala with 67%

**Software & Technical Qualifications:**

* Operating systems-MS DOS,WINDOWS2000,WINDOWS XP
* Tally accouning software
* Passed certification course in appraising gold ornaments

**PERSONAL:**

Name : Al Jaleel A

DOB : 22/05/1985

Gender : Male

Marital status : Married

Languages known : Malayalam,English,Hindi and Tamil

Driving license : Valid,22/4423/2006

Pan Card : AMPPA3415J

Passport Number : F5309684

**DECLARATION:**

I here by declare that all the above information provided by me in this application is factual and correct to the best of my knowledge.

Date: 20.01.2016

Place: Trivandrum Al Jaleel A