

CURRICULUM VITA



MUHAMMAD RAFI K P P

☎ 00971526495900

📍 UAE

✉ mrafi1982@gmail.com

Personal Information

Date of Birth : 07-05-1982
Nationality : Indian
Marital Status : Married
Passport No : U7166783
Visa Status : Visit Visa

Language Known

- Arabic
- English
- Malayalam
- Hindi
- English

Key Skills

- Commitment to quality & Result.
- Responsibility.
- Presentation & leadership skills.
- Willing to work really hard.

Reference

Muthalib A.K (UAE)

Cousin Brother : 00971558273788

Career Objective

Contribute to dynamic growing organization where my strong analytical, interpersonal skill and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

Skills Highlights

- Articulate and very effective working with people of different backgrounds and temperaments.
- Cooperatively work others to produce and deliver required work.
- Ability to communicate effectively with others, both Orally and in writing.
- Ability to follow oral written and or written policies, Procedures and instructions.

Work Experience

STORE ASSISTANT

**UNITED PRINTING AND PUBLISHING LLC, ABUDHABI
MAY 2019 TO JANUARY 2020**

- * Provide support to the Store Manager in implementing programs and execute operational and organizational objectives
- * Ensured business success by full filling store sales and operational goals
- * Assist the store Manager when filing forms returns and control documents According to agreed control procedures
- * Led services desk team in handling returns exchanges and complaints

REMITTER & LC CASHIER

**SAJWANI EXCHANGE DEIRA, DUBAI
JUL 2013 to DEC 2015**

- * Deliver timely friendly and error free service to all customer full fill customer requirements and consistently meet and exceed service standards by taking ownership to customer problems and enquires by handling it till its final resolution, by achieving higher level of customer satisfaction.
- * Ensure all counter transactions and branch operations are adhered to as per the UAE central bank rule, AML policies and countering the financing of terrorism
- * Responsible to authorize and release of inward payment order from our correspondent financial

REMITTER & LC CASHIER
FEDERAL EXCHANGE, DEIRA, DUBAI
FEB 2008 TO JULY 2012

- *Deliver timely friendly and error free service to all customer full fill customer requirements and consistently meet and exceed service standards by taking ownership to customer problems and enquires by handling it till its final resolution, by achieving higher level of customer satisfaction.
- *Ensure all counter transactions and branch operations are adhered to as per the UAE central bank rule, AML policies and countering the financing of terrorism
- *Responsible to authorize and release of inward payment order from our correspondent financial

OFFICE ASSISTANT
MASAFI GAS DISTRIBUTIONS, DEIRA DUBAI
JULY 2005 TO DECEMBER 2007

- *Deliver timely friendly and error free service to all customer full fill customer requirements and consistently meet and exceed service standards by taking ownership to customer problems and enquires by handling it till its final resolution, by achieving higher level of customer satisfaction.

Educational Background

Course	Board /University	Institution	Year of Passing
Pree-Degree	Calicut university	Athullya College Payyanur	2005
SSLC	Kerala Educational Board	Govt boys High school Payyanur	2003

Declaration

I hereby declare that the above mentioned data's are true and correct to the best of my knowledge and belief.

Muhammad Rafi KPP