

Rashid P Moidu

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RESUME

Objective:

Work in an environment that challenges me to continue learning, at the same time to be able to utilize my skills to achieve organization targets. To create a workspace that is continual growth with opportunities for advancement

Experience

- ❖ Operation Processor (2009 – 2022)
Cheque Processing Operations - Abu Dhabi Islamic Bank
Abu Dhabi – UAE
 - Handling queries and follow up with various corporate customers related to execution of salary and various fund transfer
 - Handling Key responsibilities of Salary distribution to various banks using UAEFTS and Wages Protection system
 - Utility Payment (Etisalat, Salik & Du) Making daily payments , Reconciliation and handling customer complaints
 - Ensure compliance to ADIB policies, procedures, guidelines and standards
 - Maintain proper and organized filing system of all department record
 - Registering companies under the WPS system
 - Process Out Ward Cheques based on check list as per threshold
 - Request for PDC withdrawals/postponement based on supportive documents received from Branches
 - Ensure accuracy in data entry of cheques on daily basis
 - Process onus cheques by completing 1st level technical review of each days requests In ICS received through CDM
 - Ensure standard security features availability on the cheques
 - Undertake any additional assignments / projects entrusted by the line management and complete them as per requirement

Educational Qualifications

- ✪ Master of Business Administration (MBA)
- ✪ Bachelor of Business Administrator (BBA)
- ✪ Higher Secondary Examination (HSE)
- ✪ Secondary School Leaving Certificate Examination (SSLC)

Personal Qualities

- ✓ Excellent communication and interpersonal skills
- ✓ Highly motivated and results oriented professional
- ✓ Excellent ability in analyzing and solving problems
- ✓ Ability to work under pressure and to meet deadlines
- ✓ Ability to work independently without supervision
- ✓ Accuracy and attention to details
- ✓ Forecast and Time Management
- ✓ Capable of working under pressure and meet required deadlines
- ✓ Adaptable in changing work procedures/environment
- ✓ Possess consultative approach to communications
- ✓ High degree of Confidence and maturity to handle matters with tact and discretion
- ✓ Ability to handle a variety of task simultaneously and often under pressure
- ✓ Self-reliant and highly motivated /confident
- ✓ Always willing to learn

Capabilities

- ✓ Have good knowledge of keeping track of files and records
- ✓ Can arrange and manage functions and meetings
- ✓ Typing speed of 40 wpm. {Microsoft Typing Tutor}
- ✓ Can get along with age group
- ✓ Can cope with stressful situation

Computer Qualifications

- ☞ Operating Systems: MS Windows 98, Millennium, Server 2000-03, XP, Vista & Windows 7, 8 & 10
- ☞ Office Automation: MS Word, MS Excel, MS Power point
- ☞ General: Internet Applications

Personal Details

Date of Birth	:	14-05-1987
Marital Status	:	Married
Nationality	:	Indian
Visa Status	:	visit
Driving License	:	Holding a valid UAE Driving License

Languages Known

English	:	Read, Write & Speaks
Arabic	:	Read & Write
Malayalam	:	Read, Write & Speaks

I hereby certify to the best of my knowledge and belief that, the above written particulars are true and correct

Rashid P Moidu

(References & Reliable documents can be presented upon request)