



# MUHAMMED IRSHAD MAILANJI

## Work experience

**Assistant Branch Manager for Operations/AML(Compliance)and Pay Rolls** Oct 2007 - Oct 2013

*UAE exchange centre LLC, Abudhabi*

- Implement and review the company's **compliance** program
- Create internal controls and monitor compliance
- Maintain knowledge of legal requirements and Anti-Money Laundering(**AML**) controls
- Develop and oversee control systems to prevent or deal with legal issues, violations and internal policies
- Ensure that timely and quality service is rendered to all the customers of the branch; Retail Operations Manager should personally see to it that no customer moves out of the branch dissatisfied.
- Educate the associate on each operational processes and procedures, Any new associate joining the branch to be advised to go through the orientation so as to ease the procedure of learning operations and other branch activities.
- Ensure that all safety and control measures are being implemented in the branch as per related SOPs
- Financing Activities and 'Know Your Customer' Procedures
- Ensure that the confidentiality of the system login credentials provided is not lost among all the staff in the branch:
- Logging into the system only using the ID and password provided to them by the IT department
- Password provided is changed at frequent intervals
- While moving out of the counter the staff has logged out of the system

**Internal Auditor** Aug 2006 - Sep 2007

*New star Trading, Doha, Qatar*

Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations  
Determining internal audit scope and developing annual plans  
Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc

**Agency Recruitment/ Business development Manager** Dec 2013 - Aug 2018

*Aditya Birla Sunlife insurance company Ltd, Kannur*

- Communicate with clients to get a clear view on their hiring needs and organizational goals
- Research into clients company
- Research into competitors and market place
- Define job description and document specifications
- Identify prospective candidates using a variety of channels
- Create a candidate persona for each open position
- Conduct confidential interviews
- Follow-up references and check credits
- Present shortlisted candidates
- Present detailed candidate profile summaries
- Build long-term client relationships
- Research and develop recruiting leads
- Develop a sustainable candidate lead strategy
- Advise clients on best recruiting practices

**General Operations and Marketing Manager** Nov 2018 - Oct 2022

*Jams Ocen Over Educational Consultancy, Ernakulam*

- working with clients to understand their needs and to agree the scope of each consulting project
- conducting research, surveys and interviews and analysing data to gain insights into the business
- analysing statistics
- detecting issues and investigating ways to resolve them
- assessing the pros and cons of possible strategies

## Personal

**Name**  
MUHAMMED IRSHAD MAILANJI

**Address**  
Al wasal building ,A 27 Al karama  
001 Dubai

**Phone number**  
0547803357

**Email**  
masirshu@gmail.com

**Date of birth**  
04-04-1983

**Place of birth**  
Kannur,Kerala

**Gender**  
Male

**Nationality**  
Indian

**Marital status**  
Married

**Driving licence**  
UAE DRIVING LICENCE# 2095186

**Website**  
<https://www.linkedin.com/in/irshad-mailanji-19a3a51b>

**LinkedIn**  
Active

## Interests

Sports , Cinematography, Travelling  
Film Making, Teaching

## Languages

English	Native
Hindi	Native
Urdu	Intermediate
Malayalam	Native
Tamil	Intermediate
Arabic	Intermediate

- exploring business problems and modelling different solutions
- attending meetings and compiling and presenting information orally, visually and in writing to keep clients up to date on progress
- making recommendations for improvement and presenting these to clients
- implementing agreed solutions
- developing and implementing new procedures or training to support the changes proposed.

Managing partner

Nov 2022 - Present

Reliance Nippon Life Insurance company ltd, Kasargod

- Managing overall operations in an insurance setting.
- Creating and implementing policies that allow your insurance company to function as a cohesive unit.
- Reviewing company performance to identify areas where individual employees and entire departments can improve their efficiency.
- Connecting specifically with insurance agents to ensure that employees communicating personally with policyholders represent the company in the best light.
- Identifying and minimizing threats as part of ongoing risk management responsibilities.
- Managing collected data and creating user-friendly reports that can help executives identify company progress, regression, and any fluctuations in output.
- Continually reviewing insurance policies to confirm that policyholder needs are best addressed.
- Managing any claims investigations.
- Controlling company finances to maintain correct budget allocation to all departments.

## Resume objective

**GOAL SETTING**

To work with a progressive organization and seek a challenging career which nourishes my passion to excel by grabbing the opportunities

## Education and Qualifications

Mcom

Apr 2003 - Jun 2005

University of Kannur, Kannur

With Above 60 percentage Aggregate

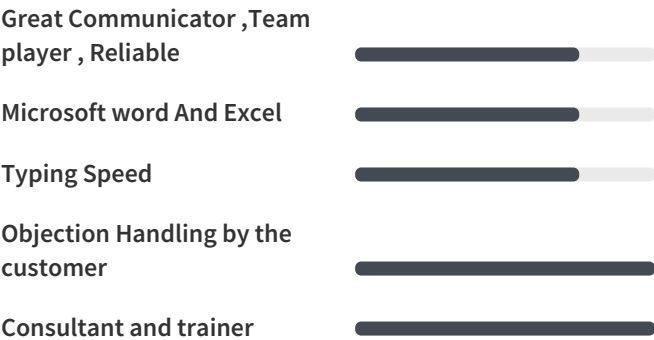
Bcom

Apr 2000 - Jun 2003

University of calicut, Kannur

Above 60 percentage scores

## Skills



## References

References available on request.

## Achievements

Best Staff Awards UAE Exchange uae operations