

Kazi Muhammad Azharul Haque

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Shop 02, Dip1 Dubai, UAE

PERSONAL STATEMENT

Passionate to implement prior knowledge, skills and learning the new tactics while working in a team to achieve the organizational goals and be part of winning team.

EMPLOYMENT

Orient Exchange Co LLC (Dubai, UAE)

Designation: Customer Service Representative **Period:** 06 July 2012 till now

Key Responsibilities

- Handling counter remittance activities involving sending and receiving of fund transfers across the globe
 - Overseeing the encoding and process opening of new corporate accounts.
 - Complying strictly with Anti Money Laundering KYC procedures and maintaining documentation as per prescribed guidelines of the Central Bank Of UAE.
 - Submitting daily activity reports pertaining to TT, DD, and money transfer payout (Western Union) for the branch to the Head Office. Supporting the counter staff in day-to-day exchange operations.
 - Handling WPS registration procedures & assisting clients on processing their salary using WPS system.
 - Ensuring smooth functioning of branch operations like cash purchase, sales, and maintain stock of currencies.
 - Training staff in customer service and others operational activities.
 - On time monitoring of branch accounting and cheque clearance to release the transactions on time.
 - Preparing reports and sending the same to management.
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EDUCATION

Southeast University
Master of Business Administration [Major Finance]
CGPA: 3.52 [4.0 Scale]
Education Year: 2011-2012

United International University
Bachelor of Business Administration [Major Marketing]
CGPA: 3.02 [4.0 Scale]
Education Year: 2006-2010

PERSONAL INTERESTS

Risk Management | Cost Analysis | Accountant |Traveling| Client relations

PERSONAL IDENTITY:

Father's Name : Kazi Muhammad Shamsul Haque
Mother's Name : Akhtary Khatun
Spouse's Name : Sabina Yasmin
Date of Birth : 24 February, 1984
Sex : Male
Marital Status : Married
Nationality : Bangladeshi (by birth)
Permanent Address : House No: N/D-2, Road: 18,
P.O.+ P.S.- KhalishpurDist.- Khulna

COMPUTER SKILLS

- Diploma on Computer Application
- MS Excel, MS Word, Power Point,
- Adobe Photoshop. Multimedia
- Computer networking
- Database Management

ABOUT

Attitude to work in a team and learning new tactic to achieve both organizational and personal objectives is the passion. Analytical skills and attitude to learn new things for the changing environment and surrounding requirement is the positive attitude that I possess to serve the firm effectively and efficiently.

REFERENCES

References are available on request.