



### Contact Details

[bijoy\\_sen2001@yahoo.com](mailto:bijoy_sen2001@yahoo.com)  
971 56 452 0760  
Al Ain, Abu Dhabi, UAE

### Key skills

- Thorough knowledge of the post of Teller which includes policies, process, systems & all financial instruments used;
- Ability to easily understand new concepts with minimum refractory time;
- Confident to handle Local and Foreign currency;
- Strong inter-personal and communication skills;
- High adaptability, perseverance, and integrity;
- Innovative thinking;

### Trainings

- Cashier training
- Anti-money laundering and combating terrorist finance
- Training on rules and regulation of Central Bank of UAE.

### Education Background

- Bachelor of Commerce (1993)  
**National University, Bangladesh.**
- Higher Secondary School Certificate (Com) 1991  
**Chittagong Education Board, Bangladesh.**
- Secondary School Certificate (Science) 1987  
**Comilla Education Board, Bangladesh.**

### Personal information

- Nationality : Bangladeshi
- Status : Married
- Visa : Employment visa
- Driving license : Valid UAE driving license

### Languages known

English, Bangla, Hindi, Urdu.

### Career Objective

To achieve a commensurable position in a reputed banking/ financial institution offering responsibility and career development. I am a career-oriented graduate with over 19 years of work experience in UAE, of which, nearly 14 years in the cash department. I possess a strong background in financial services.

### Professional Experience

#### UAE Exchange Centre LLC, Oct 2000 – Till date

##### **Company Profile:**

UAE Exchange, an ISO 9001: 2000 company is a leading global remittance and money exchange house with operations in 40 countries.

##### **Position: Service Officer and Cashier (Foreign Currency & Remittance)**

##### **Job profile:**

Welcoming all customers whilst maintaining a professional relationship;  
Managing the teller functions on a day-to-day basis;  
Responsible for processing daily funding requests;  
Handling customer enquiry and complaints;  
Making good Foreign Currency margin for the company to achieve the given target of the branch;  
Quoting foreign currency rates, decision making on cash holding and release, foreign currency management based on market intelligence;  
Optimizing the asset management of branch including cash purchase, holding and sales;  
Following AML & KYC policies as per UAE Exchange & Central Bank requirements;  
Dealing with Corporate and WPS clients.

#### Al Hasoun Arabian Group, July 1999-Oct 2000

##### **Company Profile:**

A leading and well-known Construction & Manpower supply company with the presence of more than 40 years, having a strong clientele and expertise in various types of construction work in the Gulf.

##### **Position: Assistant Accountant & Cashier**

##### **Job profile:**

Preparing timecards, pay rolls, invoices, and cheques for various activities;  
Maintaining ledgers, cash book and paying staff salaries;  
Producing & analyzing monthly reports, cash flow statements and balance-sheets;  
Using manual and computerized accounting systems.

**More than 6 years extensive working experience in Accounts & Marketing fields in Bangladesh.**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Bijoy Sen Gupta**