

Mohd Saleem

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OBJECTIVE

To obtain suitable full time position in an organization to further my career prospects by contributing towards growth and development of the organization with proactive and hard working nature.

PROFESSIONAL SUMMARY

A confident and assertive individual who is able to create welcoming personal environment for all customers, and hard working, self motivated ,energetic ,adaptable, versatile and responsible, with a sound background and useful 4 years experience as a forex cashier.

Well developed and effective communication, ability to motivating and developing team members. Reliable punctual accurate and able to work as a part of team, friendly enthusiastic, willing to work and able to follow instructions.

WORK EXPERIENCE

AL RAZOUKI INTL EXCHANGE as a Teller/ FC Cashier 2021 to till date

ROLE AND RESPONSIBILITIES

- Working as a Forex cashier in the branch.
- Well updated about the rates of the foreign currencies for day to day FC cash activities
- KYC process handling with documents and records of all clients.
- Prepare management information data for analysis purpose as required.
- Ensure compliance to the company AML policy by conducting regular compliance checks.
- Sound knowledge about wps
- Maintain high level of customer service and cash handling which is key to company success.
- Understand basic feature and promotional offers and ensure customers are fully aware to increase company profit.
- Maintain records of financial transactions done daily and file in respective storage areas.
- Comply with all guidelines and policies of the Central Bank of UAE regarding purchase and sell of foreign currencies.

WORK EXPERIENCE

REDHA AL ANSARI EXCHANGE as a Teller/Cashier since 2018 to 2020

ROLE AND RESPONSIBILITIES

- **Teller/Remittance** excellent Knowledge of all money product as well as bank.
- Purchase & Sale of all major currencies.
- Provide advice and guidance about Products & Services to customers as and when necessary.
- Handle Remittances, another customer transaction as assigned by the Branch Management with zero defects.
- Ensure Cash Handling is done as per Company policy, and Cash Balance at assigned 'Till' is accurately tallied and appropriately handled as instructed by the Management.
- Report any anomalies such as under/over to concerned superior immediately.
- Exercise due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC.

EDUCATION

- Master of business administration(**MBA**) in Financial management from **Integral University, LUCKNOW (2014- 2016).**
- **Bachelor of business administration (BBA) from, University of Lucknow (2011-2014)**
- **Intermediate** from **U.P Board** in2011.
- **High school** from **U.P Board** in 2009.

SKILLS

- Excellent selling skills.
- Compliance, banking laws and regulations
- Multilingual in English Urdu and Hindi
- Excellent time management skills.
- Cash handling expertise.
- Excellent verbal and written communication skills
- Good Customer Relationship

COMPUTER SKILLS

- MS OFFICE
- TALLEY ERP09
- TYPING(Arabic and English)

PERSONAL DETAILS

Name	Mohd Saleem
Father name	Sohrab Ahmad
Language	English, Hindi, Urdu
Marital status	Married
Nationality	Indian
Passport No	P1296541
Sex	Male

DECLARATION:-

I hereby declare that the information given in this document is accurate and true to best of my knowledge.

Mohd Saleem