RASHID P MOIDU
Operation Processor

Contact

Mobile : 050-8199346
Email:rashidpmoidu10@gmail.com
Abu Dhabi
U. A. E

Personal Data

Date of Birth   : 14-05-1987
Marital Status : Married
Nationality   : Indian
Visa Status   : visit

Languages Known

- English
- Malayalam
- Arabic
- Hindi

Personal Skills

- Attention to Detail
- Team Work
- Work Independently
- MS Office
- Good Verbal Communications Skills
- Active listening Ability
- Problem Solving Skills
- Customer Service Skills
- Critical Thinking Skills
- Computer Skills
- Time Management Skills
- Administrative Skills

Driving License

- Holding a valid UAE Driving License

Objective

Seeking a position that allows me to apply my strong analytical and problem solving skills, along with my passion for continues learning to make a positive impact and contribute to the overall goals of the organization.

WORK EXPERIENCE

Abu Dhabi Islamic Bank
June. 2009 - Aug. 2022

- 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 filling 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.

Education

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

Computer Proficiency

- ❖ Operating Systems: MS Windows 98, Server 2000-03, XP, Vista And Windows 7 to10
- ❖ Office Automation: MS Word, MS Excel, MS Power point
- ❖ General: Internet Applications

Declaration

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)