

BABAR HUSSAIN

Customer Service Officer/Cashier

Mobile: +971557960950 - Email: babardxb3@gmail.com Nationality: Pakistani

D.O.B: 02-05-1987

Address: Karachi.



10 YEAR EXPERIANCE UAE EXCHANGE CENTRE LLC| U.A.E

AREAS OF EXPERTISE

- Monitoring day-to-day transactions of the branch and report any unusual/ structured/ blacklisted/suspicious transactions to the AML Compliance Department.
- Strict monitoring of high value transactions, receive money transactions and customer registrations.
- Safe keeping of the relevant AML Compliance, KYC and transaction documents in the Branch.
- Building strong relationship with customers and ensuring best customer service experience.
- Handling all kinds of Bank transfers, Western Union transfers and Express transfers with respect to the Central Bank's AML Guidelines.
- Handling Cash in both payment and receipts mode.
- Receiving payment by cash, cheque and credit card
- Handling corporate registration & transaction.
- Buying & Selling the Foreign Currencies & Funding the same to Forex.
- Disbursement of salaries.
- Updating remitter details and ensuring fast remittance processing.

- Balancing the daily accounts at the end of each day.
- Reporting the discrepancies found within the accounts.
- Guiding and solving customer queries of customer.
- Maintaining monthly, weekly and daily reports of transactions.
- Reconciliation and funding of ATM on daily basis.
- Promoting Allied products.
- Ensuring compliance to AML & CTF policies as directed by Authorities.
- Execution and implementation of the regulations issued by the Central Bank of the UAE and UAEEX Anti-Money Laundering policy & procedures in the branch.
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ACADEMIC CREDENTIALS

M.A(Economics from Shah Abdul Latif University 2nd Div. – **2009**

BSC Bachelor of Science.

Shah Abdul Latif University - **2007**

Intermediate (Pre-Medd.) from Larkana Board **B-Grade – 2004**

Matriculation (Science) from Larkana Board **B-Grade – 2002**

LANGUAGES & SKILLS

- Fluency in Arabic, English, Urdu and Sindhi
- MS Office (Word, Excel & Power Point), Internet & E-mail applications
- Hardware & Software Installations

TRAININGS & COURSES

- DIT Diploma in Information technology B-Grade -**2007** **(SZABIST)**
- Three Months Computer Hardware Course A-Grade-**2007** **(SZABIST)**
- Four Months Database course **(SZABIST)**