



IPTIKAR AHMED

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Objective:

Seeking career in finance sector which provides opportunities for career growth and self-development with a challenging and dynamic work environment to commensurate my educational and professional skills..

Strength :

- 7 + years of work experience in UAE.
- 5 + years of work experience in India.
- Excellent communication skill for customer relationship.
- Voyager software acquire (wester union software)
- Well versed with Anti-money laundering law.
- Outstanding ability to maintain record of foreign exchange products.
- Expertise in administration and record keeping.
- Customer service & relation building competency.
- + WPS sift handling files.

Work Experience:

**** UAE****

Company Name: AL FARDAN EXCHANGE UAE

Nature of Business: Money Exchange

Teller/CSR: 7 years Experience

Major Responsibilities

- Administered foreign exchange trading transactions to make profits.
- Ensure that all documents are issued with the transmittal system.
- To file all Exchange documents : Subject wise, date wise with sequence
- To organize copies of hard & softcopy documents, incoming and outgoing.

- Recording all incoming and outgoing transmittals and file in accordance with the company Filing System.
- Maintained record of all competitive activities for customers.
- Ensured accuracy of all trading operations.
- Ensuring that the tills balance up at the end of the day.
- Processing and issuing third party transactions like: MoneyGram, Instant Cash, Eremite, Travelex, ARY Speed Remit, Western Union and Xpress money.
- Sending and Receiving of Inward payment/outward payments.
- Arranging different currencies and sending to our corporate whole sale department for onward daily shipment to other country.
Primary buying and selling of currencies, traveler's check of all types, accepting demand draft/tt payments.
- Handling Western Union reconciliation for branch only, downloading western union files such as settlement activity and advice from Western Union network.
- Responsible for Western Union balancing on daily basis, signed on page VOYAGER SOFTWARE ACQUIRE Western Union payment services.
- Coordinated with marketing team to ensure completion within timeframe.
- Maintained knowledge of all foreign exchange hedging activities.
- Analyzed all global financial markets for various industry trends.
- Wps salary deposit and distribution
- Accepting various Credit card payments, and cherubs from the customers
- Count cash at beginning and end of shift.
- Balance currency, cash and cheque in cash drawer at end of each shift.

**** INDIA**

Company Name : M/s NICE Computer Education / Sales & Services

Nature of Business : Computer Sales and Service

Hardware & Networking Service Engineer and Sales/Marketing Executive -Jan 2005 to July 2006

Major Responsibilities

- Visiting Institutional Clients to generate retail sales
- Providing After Sales Services.
- Coordinate with the customers, educate them about the product and providing them with the necessary information and make choice.
- Attending to customer queries and complaints and providing good service and keeping good relationship with the clients.
- Assembling computers.

Self-Business : Rack And Wack Manglore

Nature of Business: Gaming Center.

Academic Qualification :

Educational Qualification

Bachelor of Commerce (B.COM – Bangalore University) – 2004

Additional Qualification

Network Technology IIHT – Bangalore – 2005.
Hardware Technology Aptech Computer Education

Software Exposure

MS-OFFICE, EXCEL, TALLY, INTERNET.

Training and Seminars :

- Certified in AML policy and procedures conducted by Central Bank of UAE.

Attended courses :

- Credit Policies.
- Product Training on Consumer.
- Customer Care Training.
- Personality Development.

Personal Details :

Nationality : Indian
Date of Birth : 15th October 1983
Marital Status : Married
Driving License : UAE Light Vehicle

Hobbies :

Listening music ,reading News Paper etc.

Games :

Cricket ,Volleyball,Ball Badminton

I hereby declare that the details furnished above are true to the best of my Knowledge and belief .

IPTIKAR AHMED