

Curriculum Vitae

Zafar uddin hamdi khan

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Objective

To be part of a prestigious organization where I could apply my knowledge & expertise to enhance the image and goodwill of the organization and satisfy my instincts for professional and career development and to build and nurture long lasting employee and employer relationship.

Work Experience

LULU INTERNATIONAL EXCHANGE

FOREX CASHIER :- July 19-2017 as on date.

As a Forex cashier, Main responsibilities and tasks:

- Carrying out Forex transactions with multiple currency knowledge, settlement with all procedural formalities and documentations.
- Handling all the forex transactions, with proper AML policy and procedures providing the best customer service to customers.
- Maintained friendly and professional customer and assist them as per their needs.
- Cash handling and computer proficient with strong communication skills.
- Evaluating and providing better service to enhance customer satisfaction rate for the bank.
- Maintained efficiency in operating procedures to ensure proper money-handling.
- Processed banking transactions including deposits, withdrawals, money transfers and foreign payments.
- Dealing with compliance issues on branch level.
- Adhere to Front Office procedures and controls at all times.
- Receiving and Payments of salaries under the wages protection system (WPS).
- Adding the new companies and employee's data in wages protection system (WPS)
- Comply with the international finance institutions, UAE Government and Central bank, Company policies and regulations
- Filling day to day Documents and Receipts accordingly

AL FALAH EXCHANGE COMPANY

FOREX CASHIER & CSR: March-2012 to July 2017

Job Responsibilities:-

- Cash collection and payment.
- Buying, selling foreign currencies in whole sale & retail.
- Receiving and Payments the salaries under the wages protection system (WPS)
- By using SYMEX-Systematic from Mighty system making Telegraphic transactions.
- Prepares Western Union, Instant Cash, Trans Fast and Xpress Money Transactions.
- Pass journal vouchers in the system of day to day transactions.
- Provide customer remittance statements whenever requires.
- Preparing all transactions pertaining to receiving/paying cash in the symex system.
- To attend the customers calls, forwarding proper Info, and pursue them for our service.
- Taking care of the customers and providing them information on their demand.
- Enter Transactions data on accounting system terminal consults data base to check status of financial accounts.

Strengths:-

- Communication Skills
- Innovative Skills
- Customer Service skills
- interpersonal Skills

Education Qualification:-

- Bachelor of Art (B.A) Lucknow University

Languages know:-

- English, Hindi, Urdu and Arabic.

Personal Information:-

- Nationality : India
- Date of Birth : 06 July 1991
- Gender : Male
- Marital Status. : Married
- Passport Number: U0731249
- VISA : Employment

- Professional reference will be provided on demand.

DATE: - SIGN: