

CURRICULUM – VITAE



MOHAMMAD JOB AIR

SHARJAH U.A.E

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CAREER OBJECTIVE

To work in a challenging and competitive environment where I can practically apply and improve my Skills required from my education; experienced to add value and which would provide an opportunity for Professional Growth and Realization of Organizational Goals.

WORK EXPERIENCE

Company Name : **National Exchange Company**
Location : Sharjah, United Arab Emirates.
Position : Branch Supervisor/Assistant Accountant/BMLRO/CASHIER (LC)
Duration : August 20, 2007 to 30-03-2022.

Responsibilities

- Handle remittance and other customer transactions.
- Ensure cash handling is done as per company policy, and cash balance as Till is accurately tailed.
- Preparation of Bank Reconciliation Statement.
- Preparation of Inter Company and branch Reconciliation Statement.
- Handle various Accounting transaction and reconciliation Tasks.
- Implementing proper policies and procedures described by CBU UAE or compliance Department at the branch level.
- Online web base transaction as Western Union, Xpress Money, Trans Fast.
- Conducting proper KYC,CID,CDD AND EDD and guiding to customer accordingly
To conduct different transaction under the rules implemented by compliance department.
- Supervised ,Received compliance and resolved transaction related matter.

- Monitoring and updating customer KYC document and making sure that customer profile is update.
- Monitoring day to day branch activities and identifying and guiding the counter staff.
- Identifying suspicious activities at the branch level and timely reporting to compliance officer.
- Monitoring daily reports and investigate unusual changes and patterns.
- Manage AML/CFT and Anti fraud rules and procedures.
- Balance all manually posted vouchers.
- Buying and selling of foreign currencies.
- Balance currencies and cash with system.
- Maintain files/fillings.
- Keep information about daily activities.
- Perform duties as assign.

HONEY MOTORS FZCO

Location : FZCO Al Aweer Dubai UAE
 Position : Accountant
 Duration : April 01,2022 to at present

Responsibilities

- Daily, Monthly accounts activities
 - Invoice making
 - Daily cash receive, payment
 - Import , Export, Transit in, Transit out, Temporary documents prepare and submit to authority.
 - Prepare sale invoice ,Tax payment, Tax document, sale register and stock making.
 - Prepare staff salary and payment to staff through WPS system.
 - Keep information daily activities .
- Custom documents prepare and submit to relevant authority.

EDUCATIONAL INFORMATION

M.com (management) : National University, Gazipur In the year 2001
 B.Com (Pass) : National University, Gazipur
 H.S.S.C : Comilla Board
 S.S.C : Comilla Board

COMPUTER SKILLS

MS Word , Excel and Power point ,Internet.

PERSONAL DETAILS

Nationality : Bangladeshi
Date of Birth : 20 June 1977
Place of Birth : Chattagram
Marital Status : Married
Languages Known : Bangla, English, Hindi ,Urdu and Arabic (little)

PASSPORT DETAILS

Passport No : AE7042144
Place of Issue : Chattagram, Bangladesh
Issued On : 05-01-2022
Valid Until : 04-01-2027
Visa Status : Employment visa (Notice period)