

# CURRICULUM VITAE



**MOUZAM HUSSAIN**  
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## PERSONAL DATA

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<b>Date of Birth</b>	: 07 <sup>th</sup> April 1988	<b>Nationality</b>	: Indian
<b>Place of Birth</b>	: India (Hyderabad)	<b>Religion</b>	: Islam
<b>Gender</b>	: Male	<b>Languages</b>	: English, Hindi, Urdu & Arabic (Basic)
<b>Marital Status</b>	: Married	<b>Current Location</b>	: Dubai, UAE

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## OBJECTIVE

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I am looking for a challenging position wherein I could be a productive and contributive member of the team or organization to utilize my 13 year of work experience in the field of Financial Services Industry.

During the above-mentioned period, I have shown high performance with sound knowledge of my field that led me to carry out duties as per the company's procedures.

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## PROFILE SUMMARY

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- Master's in Business Administration with 13 years of experience in Branch Operations.
  - Experience in Team Leadership, Business Excellence, Innovative & Communicative.
  - Good experience in handling customers of different nationalities and providing satisfaction.
  - Able to react quickly and effectively when dealing with challenging situations.
  - Managing operations and overall functioning of the branch.
  - Responsible for adherence to all guidelines and regulatory requirements in the branch.
  - Proficient in Cost Management and Cost-effectiveness at the branch to ensure profitability, also manage that the Branch adheres to the Know Your Customer (KYC) and Anti Money Laundering (AML) norms at all times.
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## EDUCATION (Attested with UAE Embassy)

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- **Master of Business Administration (MBA)** from Azad College of Engineering and Technology (Jawaharlal Nehru Technological University - India)
  - **Bachelor of Commerce (B.com)** from St. Paul's Degree College (Osmania University - India)
  - **Intermediate** from Gowtham Junior College (Board of Intermediate - India)
  - **Secondary School Certificate** from Gems High School (Board of Secondary - India)
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## SKILLS

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- **Technical Skills:** MS-Office (Word, Excel, PowerPoint), PDF Editing Tool, Typing & Tally
  - **Other Skills:** Financial Analysis, Customer Service, Decision making, Team Leadership & Compliance
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## ACHIEVEMENTS

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- Awarded Employee of the Month multiple times for outstanding performance.
- Received the Star Award for achieving the highest transaction volume in the region.
- Recognized for maintaining excellent adherence records and compliance with regulatory standards.

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## EXPERIENCE

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### **Al Ansari Exchange LLC, UAE**

#### **Assistant Branch Manager | July 2023 – Feb 2024**

- Oversaw branch operations, ensuring adherence to operational policies, internal controls, and regulatory compliance.
- Enforced strict compliance with Anti-Money Laundering (AML) policies and local/federal regulations.
- Managed and optimized cash handling procedures, maintaining accountability among cashiers.
- Monitored and maintained optimal stock levels of currencies to meet transactional demands.
- Reported directly to the Area Manager, providing regular updates and insights.
- Conducted monthly staff meetings to align branch objectives and strategies.

#### **Shift-In-Charge | Nov 2022 – May 2023**

- Supervise, train, coach and control the new joiners and departments in Branch and issue necessary directions.
- Motivate cashiers to increase productivity and improve performance.

#### **Foreign Currency Cashier | Nov 2021 – Oct 2022**

- Managed foreign currency exchange with precision, ensuring customer satisfaction.
- Excelled in identifying upsell opportunities for additional financial products and services.
- Demonstrated meticulous accuracy in counting and verifying banknotes and foreign currencies.

#### **Remittance Clerk | Mar 2021 – Nov 2021**

- Delivered exceptional customer service, efficiently handling inquiries and processing transactions with meticulous attention to detail, securing customer signatures on transaction vouchers for validation.
- Fostered customer loyalty and branch growth by cultivating strong relationships with key clients, contributing to an enhanced customer base.
- Ensured the integrity of high-value transactions by enforcing strict adherence to AML policies, overseeing the authorization process, and verifying necessary documentation for cheques, payouts, salary disbursements, and smart pay registrations.

### **UAE Exchange Centre LLC, UAE**

#### **Foreign Currency Cashier / Customer Services Officer | May 2015 – Jan 2021**

- Maintaining the vault register and taking care of the vault.
- Accepting foreign currencies and remittances transactions from the customer.
- Purchase and sale of foreign currencies.
- Doing funding and transfer cash to Head Office-Forex division as per requirement.
- Having various kinds of allied products.
- Monitoring the rates and providing competitive rates to customers.
- Checking Forged /fake notes.
- Remitting money through Global Fund Transfer, Xpress Money, DT and Western union.
- Allocation of Salaries.
- Posting entries in the ERP on Regular basis and Preparing checks for payments
- Branch accounts.
- Handling enquiries.

### **Hawaladar & Associates Chartered Accountants, India**

#### **Junior Accountant | May 2010 – Oct 2014**

- Provide accounting and clerical support to the accounts department.
- Responsible for updating account records, bookkeeping, maintaining journals and general ledgers.
- Managing daily vouchers entry and accounting documents files.
- Preparation of accounts payables and receivables.
- To calculate, prepare and issue bills, invoice, account statements and other financial statements according to established procedures.
- Maintaining Salaries of employees and Payment release.
- Maintaining issue vouchers and receipt vouchers.

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**Declaration:** I hereby declare that the information furnished above is correct to the best of my knowledge and belief.

Mouzam Hussain