

MANJURUL MAHSIN

Branch Officer and FC Cashier

Abu Dhabi, UAE | Email: manjurul.m79@gmail.com | Phone: +971 50 51 50 153 | Nationality: Bangladesh

Results-driven professional seeking a Branch Officer and FC Cashier role, leveraging expertise in financial statements, record-keeping, and branch operations. Proficient in managing accounts, budgeting, and tax regulations, with strong transactional precision and cash flow management. Adept at high-volume transactions, regulatory compliance, and operational efficiency, committed to enhancing branch performance and achieving business objectives through exceptional customer service and team collaboration.

WORK EXPERIENCE

BRANCH OFFICER & FC CASHIER National Exchange Company PJSC

ABU DHABI, UAE
NOVEMBER 2020 – JUNE 2024

- Handled foreign currency transactions via branches and local exchange centers.
- Processed retail remittances across multiple countries.
- Executed money transfers using systems like Western Union, Xpress Money, Symex, and Transfast.
- Reconciled daily accounts using Symex and generated reports, ensuring compliance and accuracy.
- Collaborated with the team to streamline operations and boost customer satisfaction.

CASHIER & TELLER National Exchange Company PJSC

ABU DHABI, UAE
MAY 2006 – NOVEMBER 2020

- Engaged with customers to assess needs, fostering repeat business.
- Efficiently processed transactions while maintaining positive customer relations.
- Handled payments accurately, adhering to security protocols.
- Delivered excellent service, addressing customer concerns promptly.
- Kept precise financial records and reconciled transactions after each shift.

EDUCATION

HSC - DIGHAPATIA M K COLLEGE, NATORE *Business Management - Bangladesh Technical Education Board Dhaka*

1997 – 1999

CERTIFICATIONS

- ADNOC (WMS) Work Management System Talent Training Certificate, Validity 15 May 2027
- CERTIFICATE OF PARTICIPATION “AML/CFT & Due Diligence” with special reference to “The Anti Money Laundering Regulations (Ref: 24/2000) of Central Bank of UAE” conducted for the year 2022.
- CERTIFICATE OF PARTICIPATION “AML/CFT & Due Diligence” with special reference to “The Anti Money Laundering Regulations (Ref: 24/2000) of Central Bank of UAE” conducted for the year 2023.

SKILLS AND CORE COMPETENCIES

- **Technical skills:**
Cash Handling | Financial Reporting | Customer Service | Branch Operations | Risk Management | Compliance | Account Reconciliation | Financial Analysis | Transaction Processing | Data Entry | Inventory Management | Fraud Detection | Sales Support | Complaint Handling | Foreign Currency Knowledge | Forex Dealing | Exceptional Communication Skills | Computer Proficiency | Loss Prevention Techniques | Financial Regulations | Account Management | Security Procedures | Team Collaboration | Compliance Regulations
- **Interpersonal skills:**
Customer Service | Communication | Problem-Solving | Attention to Detail | Time Management | Adaptability | Teamwork | Conflict Resolution | Multitasking | Integrity | Patience | Decision-Making | Numerical Aptitude | Emotional Intelligence
- **Valid UAE Driver's license issued in 2017**
- **Languages:** Arabic, English, Bengali, Urdu, Hindi