



# MUHAMMED ASLAM

**ASST. BRANCH SUPERVISOR, BCO & FLA**

## PROFILE

I always keep an eye for best practices, I am organized customer focused and also have the required communication skills needed to deal with different levels of personalities at all levels

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Al Ain, Abu Dhabi, UAE

## EDUCATION

- **International Diploma in Computerized Accounting and Finance - 2018**  
*Indira Gandhi National University*
- **Diploma in Airline Management - 2016**  
*STED Council*
- **PLUS TWO COMMERCE - 2013- 2015**  
*KERALA HIGHER SECONDARY EDUCATION BOARD*
- **SSLC - 2012- 2013**  
*KERALA BOARD OF PUBLIC EXAMINATIONS*

## LANGUAGE

- ENGLISH (FLUENT)
- HINDI (FLUENT)
- MALAYALAM (NATIVE)

## SKILLS

- Management Skills
- Supervisory skill
- Operation Management
- Negotiation
- Critical Thinking
- Leadership
- Strong communication skill

## EXPERIENCE

**ASST. BRANCH SUPERVISOR, BCO & FLA**  
**REDHA AI ANSARI EXCHANGE, DUBAI, UAE**  
**12/2020 - 12/2024**

- Monitoring day to day rates for telegraphic transfer provided by dealing room and informed to the customer
- Handling high value transaction by EDD as per CB guidelines
- Working as a branch compliance officer monitoring all transaction and reporting to compliance dept.
- Reporting daily activities and sales reports to the higher authority of the company
- Ensure assigned work activities are carried out as per company procedure and policies
- Reporting any anomalies such as under overs to concerned superior immediately
- Ensure documentation and the transaction process is in compliance with both the internal and regularity request
- Exercise due diligence in procedure related to customer transaction to ensure risk mitigation and adhere to relevant AML procedure and KYC
- Answering phone calls and redirected to the necessary department
- Receive and process the customer requirements under the predefined times
- Customer service management and customer relationship management

**ACCOUNTANT AND WARE HOUSE MANAGER**  
**POPULAR BOOKS AND OFFICE STATIONARY, KERALA, INDIA**  
**07/2018 - 10/2020**

- Receive and inspect incoming and outgoing products
- Store products in designed area
- Pick and pack order for shipment
- Checking and tagging of items
- Maintain accurate inventory records
- Adhere for safety procedure

**SALES EXECUTIVE**  
**PARVINS TRADING AGENCY, PAYYANUR, KERALA, INDIA**  
**07/2018 - 10/2020**

- Setting sale goals and developing sale strategies
- Researching prospects and generating leads
- Building and maintaining a CRM database
- Contacting potential and existing customers
- Meeting daily, monthly, weekly targets
- Handling customer questions, enquiries and complaints
- Participating in sales team meetings