



RESUME
Of
Sarwar Mahmood

Ajman,UAE

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Career objective:

Seeking an ambitious and responsible career opportunity that will utilize my education and experience where career advancement opportunities can be obtained. I would like to build my career in any organization with an international perspective and standard with challenging and creative job for attaining the organization's objective.

Profile & Strengths:

- Over Fourteen (14) years of experience in Financial Services industry – Remittance, Foreign Exchange, Operations and Business restructuring.
 - Plans and controls own work, selecting and utilizing appropriate methods, procedures, tools, equipment and standards effectively, to meet all targets set.
 - Exercises professional judgment within a framework of guidelines provided by superiors.
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Professional Details:

Al Ghurair Exchange LLP (Dubai)

Apr 2010 to Jan 2013

Position in held: Remittance Officer (Reef Mall Br, City Center Br, Burjuman Center Br, Satwa Br, Icad br, Jabel Ali Branch)

Al Ghurair Exchange belongs to the third longest Business Conglomerate of UAE. "Al Ghurair Group of Companies" Mashreq Bank is one of the Group Companies. The Exchange house is oldest one in UAE which was established in 1973 having a wide network in UAE and Jordan.

Role & Responsibilities:

- Processing of all the remittance data promptly and accurately
- Accept the cash and release the txn

- Handling foreign currency and remittance cash and funding to the bank.
- Ensure proper application of exchange rates, necessary modification.
- Coordination of all remittance activities of the branch.
- Handling enquiries and complaints regarding transactions and solving the issues independently.
- Reporting all essential activity to the Branch Manager on a daily basis.

Al Ghurair Exchange LLP (Dubai)

Jan 2013 to July 2013

Position in held: Assistant Branch In charge (Dubai Investment Park Branch)

Role & Responsibilities:

- To assist the Branch in charge for overall branch operation.
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- Verification & Supervision of Inwards & outwards remittance.
- Monitoring Reuters rate & up keeping rates of the currencies and updating
- Supervision of enquiries and complaints regarding transactions and solving the issues independently.
- Business development in Bangladesh Sector.
- Review the necessary Report
- Ensure that all transactions are fully AML compliant.
- Take all effective steps to maintain proper internal control requirements of all the transactions.
- Prompt communication with the Banks/Agent with regard to the processing, confirmation, inadequacy of the data etc.
- Impart necessary training to the junior staff and agents with regard to the processing the data.

- Al Ghurair Exchange LLP (Dubai)

July 2013 to present

- Position in held: Branch In charge (Ajman Chamber of Commerce branch, Sharjah Ind branch, Sonapur Branch, Sharjah Airport Branch, Ajman Ind Branch)

Role & Responsibilities:

- To manage overall branch operation.

Previous Experience:

- Hotel Sarina(Five Star Hotel):
- Worked as Front Office Executive since June 2008 to Jan 2010

- Century Park (Guest House):
- Worked as Front Office Executive since Jan 2008 to May 2008
- Hotel the Peninsula Chittagong (Four Star Hotel):
- Worked as Restaurant Cashier since June 2006 to Dec 2007

Educations & Credentials:

Bachelor in Arts - 2008-09

Institution: Chittagong College

University: National University

Computer Literacy:

Operating

Systems: Windows 98, and 2000 Windows NT, Windows XP.

Application

Program: Expert in desktop publication software's (Microsoft packages: MS Word, MS- EXCEL, MS Outlook Express, MS Access) and Internet.

Language proficiency:

First Language: Bangla.

Second Language: English, coverage in speaking, writing and reading

Third Language: Hindi, coverage in speaking

Fourth Language: Arabic, Coverage in speaking, writing, and reading.

Self-Assessment:

Excellent communicating

Able to set priorities and routine task

Hard worker, Sincere and expert target oriented challenging job

Optimistic, Confident and friendly as a person

Willing to learn and grow by accepting responsibilities

Personal Details:

Name : Sarwar Mahmud

Nationality : Bangladeshi

Marital Status : Married

Passport Number No : BB0566823

Passport Expiry : 02 July 2029

Email : jewelctg2006@gmail.com
UAE Driving License No: 3558396
License Expiry : 31 Aug 2025
Issue place : Dubai

References: Available on request