



RAFEEQUE P N

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Email:

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Personal Data:

Date Of Birth :19-04-1971

Nationality :Indian

Sex :Male

Marital Status :Married

Address :Deira, Dubai

License details

License no :418943

Place of issue :Abu Dhabi

Languages Known:

English, Arabic, Hindi & Malayalam

Visa status: Visit Visa

PERSONAL STATEMENT

Looking for a suitable position in a reputed organization with a different environment for better advancement, where I can utilize my potentiality attained through determined efforts. To play a prominent and imperative role in the development of the organization

Professional Summary

I Outstanding Banking professional with vast experience in Operational and Non-operational activities.

- ✓ Relationship Management
- ✓ Business Development
- ✓ Customer Service
- ✓ Staffing & Administration
- ✓ AML & CTF
- ✓ Cash Management
- ✓ Financial Risk
- ✓ AML & CTF
- ✓ Accounts & Finance
- ✓ Forex dealing and procurement of Currencies

Work Experience:

2016-2022

Relationship Manager-, Smart Pay Solutions

UAE Exchange Centre LLC

RESPONSIBILITIES:

Customer Relationship Management: Handled Clients with more than 15,000 employees.

Business Acquisitions: Handled New Acquisition of Employers and Smart Pay Cards.

Customer Surveys: Conduct surveys among the clients, collect the feedbacks and take necessary actions to improve the product/services Liaison with all the Company officials as a part of CRM.

POS Machine: We using POS machine in selected branches for withdrawal salary for our Smart pay customer.

Identifying, communicating and escalating rigid issues with the Payroll Operations team and work towards the resolution of the same.

To prepare and track all the reports and submit to the

higher officials Working in continuous coordination with our 15 branches to provide the best and prompt services to the existing clients under Payroll Product.

Entire Responsibility of the Business growth of Assigned Region

2011 - 2016:

Senior Supervisor (Forex / Compliance / Accounts)

UAE Exchange Centre LLC, Fujairah Main Branch

1. Monitoring of Foreign Currency market and procurement of currencies.
2. Cash Handling Procedure and Security of cash and other assets
3. Performance Targets and Achievements
4. Delegation of Authority and Responsibility
5. Having thorough understanding of Forex market and AML/CFT.
6. Supporting branches by handling FX system and handling Forex related Queries
7. Giving Forex market views and support to our customers for processing various Forex transactions.
8. Report Submissions
9. People Management

Branch Compliance Officer

- Responsible for the execution and implementation of the regulation issued by the central bank of UAE and our in-house anti money laundering policy and procedures
- Monitoring the day-to-day transactions of the branch for an unusual, structured, suspicious and blacklisted ones.
- Monitoring day to day high value transactions and doing EDD- KYC activities during customer onboarding.

Branch Accounts officer

- Day to day branch accounts posting to head office
- Depositing the cheque in bank and according to bank statement releasing the transaction

2004 - 2010:

Teller - UAE Exchange Centre LLC in Alquoz Main Branch.

- Acting as a foreign currency dealer and arranging currency

- Processing the swift transaction
- Remittance - Bank transfer, issuance of drafts in different currencies, instant cash transfer (Western union, Express money & TMT) etc.

TRAINING

- ❖ Completed TOMSON REUTERS online training.
- ❖ Information Security 2017.
- ❖ Antibribery & Anticorruption.
- ❖ Financial Crime & Fraud Prevention.
- ❖ Operational risk management essentials.
- ❖ Trade based money laundering.
- ❖ Sanctions.
- ❖ Fraud Presentation.

IT SKILLS

Well versed with MS Office (Word & Excel), Multimedia, Internet and E-mail applications and Hardware

ACADEMIC QUALIFICATION

- **Gradation** , Calicut University, Kerala, India

ACKNOWLEDGEMENT

I hereby certify that all the information furnished above are true and correct to the best of my knowledge and behalf

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