

# ASIF BASHA SAHIB

## Personal Details

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- Address : DUBAI  
UNITED ARAB EMIRATES



## Objective

★TO JOIN A PRESTIGIOUS FINANCIAL INSTITUTE HAVING ITS OWN GOODWILL WHERE I WILL BE PROVIDED WITH THE COMPLETE OPPORTUNITIES TO EXPLORE MY LATENT ABILITIES FOR INITIATIVE AND FUTURE GROWTH.

## Education

Course / Degree	School / University	Grade / Score	Year
B.COM	KUVEMPU UNIVERSITY SHIMOGA, KARNATAKA, INDIA.		2008
PRE DEGREE	DEPARTMENT OF PRE UNIVERSITY EDUCATION, BANGALORE, INDIA		2005
S.S.L.C	KARNATAKA SECONDARY EDUCATION BOARD, BANGALORE, INDIA		2003

## Experience

- WORKING AS JUNIOR OFFICER AT AL RAZOUKI INT'L EXCHANGE COMPANY L.L.C DUBAI FROM MARCH 2015 TO DATE AND I AM RESPONSIBLE FOR THE FOLLOWING:
  - ★TO PROVIDE THE BEST POSSIBLE CUSTOMER SERVICE, RESPONDING TO ALL CLIENT'S PROMPTLY AND COURTEOUSLY AND IN A FRIENDLY MANNER.
  - ★DAILY CASH AND CHEQUE HANDLING INCLUDING FOREIGN PAYMENTS.
  - ★DEALING WITH CORPORATE CUSTOMERS.
  - ★TO MAKE NEFT, IMPS AND RTGS BANK TRANSACTION OF THE CUSTOMER TO ALL INDIAN BANKS USING COMPANIES AUTOMATED ONLINE SOFTWARE i-e CASHMAX.
  - ★TO MAKE MONEY TRANSFERS GLOBALLY BY USING DIFFERENT MONEY PRODUCTS MAINLY WESTERN UNION, RIA TRANSFAST, PRABHU MONEY TRANSFER, AND INSTANT CASH WORLD WIDE.
  - ★TO COMPLETE DAY TO DAY TASKS AND RELATED ADMINISTRATION IN THE BUREAU DE EXCHANGE.
  - ★TO BALANCE THE TILL DAILY AND CARRY OUT RECTIFICATION OF ERRORS IF IT OCCUR.
  - ★TO TRANSACT "BUYS" AND "SELLS" OF LOCAL AND FORGEIN CURRENCIES WITHOUT SUPERVISION.
  - ★TO ORDER CURRENCIES, KEEPING THE BUREAU DE CHANGE STOCK TO THE LEVELS SHOWN ON CASMAX i-e THE COMPANIES AUTOMATED FINANCIAL SYSTEM .
  - ★TO DEAL CORRESPONDENCE AND TO ENSURE E-MAIL ARE SENT To CUSTOMERS TO GAIN CURRENCY ORDERS.
  - TO PROCESS AND DISBURSE THE SALARIES OF CLIENT'S THROUGH WPS OVER THE COUNTER, THROUGH ASPIRE PORTAL AND THROUGH COMPANY OWN WPS CARD NAMED MY SALARY PAYROLL CARD.
  - TO ADHERE TO ALL COMPANY POLICIES AS SET OUT IN THE COMPANIES MANUALS, AND TO COMPLY WITH ALL RELEVANT LEGISSLATION AS INSTRUCTED.
  - TO DEMONSTRATE, WHEN ASKED, DETAILS OF THE COMPANY'S ANTI- MONEY LAUNDERING POLICY.
  - TO ASSIST WITH GENERAL BRANCH ADMINISTRATION AS AND WHEN REQUIRED AND TO SHARE IN DAY TO DAY BRANCH DUTIES, SUCH AS TIDYING, BANKING AND FILING AND GIVING OUT TICKETS TO CUSTOMERS, EXPLAINING THE RELEVANT DETAILS TO THEM.
  - ★EXPERIENCE OF WORKING WITH CUSTOMERS FROM DIFFERENT CULTURES AND BACKGROUNDS.
  - ★WELL SPOKEN APPROACHABLE, WITH GREAT ATTENTION TO DETAIL & PROFESSIONAL ATTITUDE.
  - ★RESPECT AML RULES POLICY AND PROCEDURES OF THE COMPANY WHETHER APPLICABLE BY COLLECTING THE SUPPORTING DOCUMENTS FROM CUSTOMERS.
  - ★GOOD KNOWLEDGE IN DEALING FOREX

- ★DEAL WITH CUSTOMER COMPLAINTS AND FIND THE SUITABLE SOLUTION OR FOLLOW UP SUCH COMPLAIN WITH CUSTOMER SERVICE.
  - ★ISSUING DEMAND DRAFT TO THE CUSTOMER.
  - ★ALLOCATING JOB TIMING TO THE TEAM MEMBERS ON DAILY AND WEEKLY BASES.
  - ★KEEPING CURRENCY RATE UPDATED.
- WORKED AS ACCOUNTS OFFICER AT BLOCK RESOURCE CENTRE. BANGALORE, INDIA FROM JUNE 2009 TO MAY-2013 AND I WAS RESPONSIBLE FOR THE FOLLOWING:
    - ★ ASSIST AND CO-ORDINATE WITH MANAGER FINANCE IN PREPARING PROFIT AND LOSS STATMENT AND BALANCE SHEET AND MONTLY CLOSING AND COST ACCOUNTING REPORTS
    - ★CARRYING OUT GENERAL LEDGER OPERATIONS.
    - ★ PREPARE BANK PAYMENT, CASH PAYMENT AND CASH RECEIPT VOUCHERS.
    - ★MAINTAIN ACCOUNT RECEIVABLE AND PAYABLE CUSTOMER FILE.
    - ★ PREPARE MONTLY RECEIPT AND PAYMENT REPORT.
    - ★ CARRY OUT BILLING, COLLECTION AND REPORTING ACTIVITIES ACCORDING TO SPECIFIC DEADLINES.
    - ★FOLLOW UP COLLECTION AND ASSIST SALES DEPARTMENT IN RECOVERY AND COLLECTION EFFORTS.
    - ★MONITOR CUSTOMER ACCOUNT DETAILS FOR NON-PAYMENT DELAYED PAYMENTS AND ETC.
    - ★SORT OUT INCOMING AND OUTGOING POST AND ANSWER ANY QUERIES.
    - ★MONITOR ACCOUNTS TO ENSURE PAYMENTS ARE UP TO DATE.
    - ★ PREPARE BANK RECONCILIATION STATMENT.
    - ★PREPARE AND PROCESS ACCOUNT PAYABLE CHEQUES.
    - ★ PREPARE INVOICES AND CHEQUES REQUESTS.
    - ★ SET INVOICES UP FOR PAYMENTS.
    - ★MANAGE PETTY CASH.
    - ★ PROCESS ADJUSTMENTS.
    - ★ PARTICIPATE ACTIVELY IN ORGANISATION-WIDE LEARNING AND OTHER JOINT ACTIVITIES.
    - ★UNDERTAKE ANY OTHER LAWFUL TASKS AS MAY BE ASSIGNED BY THE SUPERVISOR.

## **PERSONAL INFORMATION**

- FATHER NAME: BASHA SAHIB  
 MARITAL STATUS : MARRIED  
 NATIONALITY: INDIAN  
 DOB: 21st MAY 1987  
 LANGUAGE: ENGLISH, HINDI, KANNADA AND URDU  
 PASSPORT#: S9789984  
 VISA STATUS: EMPLOYMENT VISA  
 LOCATION:DUBAI

## **Skills**

- I HAVE EXCELLENT SKILL OF MS OFFICE i-e [MS WORD, MS EXCEL, AND MS POWER POINT ETC] OFFICE ADMINISTRATION, DATA MANAGEMENT, TIME MANAGEMENT AND TALLY WITH THE BEST CONTROL OVER CASMAX AND WPS APPLICATION.

## **HOBBIES**

- CRICKET, SHUTTLE BADMINTON, VOLLEYBALL AND BOOK READING WITH WATCHING TALK SHOWS ON INTERNATIONAL AND FINANCIAL AFFAIRS .

## **DECLARATION**

- I HEREBY DECLARE THAT ALL THE STATEMENTS MADE ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ASIF BASHA SAHIB