

ABDUL RAHIMAN

ACCOUNTS & FINANCE



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📍 Dubai, United Arab Emirates

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Decision Making
- Leadership
- Analytical & Problem-Solving Skills
- Attention to details
- Energetic
- Customer Service

ACADEMIC CREDENTIALS

MASTER'S IN BUSINESS ADMINISTRATION (MBA) | 2013

- Manipal University, India

BACHELOR OF BUSINESS MANAGEMENT | 2011

- Mangalore University, India

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem-solving, and listening skills in any administrative role.
- **SERVICE** - Having customer-focused approach skills including patience, attentiveness, and positive language.
- **ORGANIZATION** - Helping others, and organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

EMPLOYMENT CHRONICLE

BRANCH SUPERVISOR | 7+ Years – Oct 2022

AL GHURAIR INTERNATIONAL EXCHANGE DUBAI, UAE

First launched in 1986, Al Ghurair International Exchange is regarded as one of the most respected currency exchange houses in the UAE today. A pioneer in the remittance sector, Al Ghurair International Exchange delivers a comprehensive range of financial products designed to simplify and fast-track transactions for businesses and individuals, with competitive rates and excellent service.

Key Responsibilities

- Working closing With FX rates.
- Monitoring the competitions and their activities.
- Brand awareness programs among unskilled workers.
- Handling Marketing activities in India, Nepal, Sri Lanka, Bangladesh & Pakistan.
- Building new WPS leads and converting them.
- Promoting business development with institution /corporate entities and meeting strategic objectives of advantages exchange money products, cross-selling initiatives, and product derivatives.
- Synchronizing administrative/management support towards the production of sales.
- Developing and executing promotional campaigns for helping the brand in earning profit; monitoring the effectiveness of the company's brand strategies/ marketing plans.
- Implementing competent strategies with a view to the percentage of new accounts and expanding existing ones for a wide range of remittances/services.
- Managing branch operations in coordination with internal/external departments as well as maintaining long-term customer relationships through the provision of high-quality service, thereby ensuring smooth business operations.

AREA OF EXPERTISE

- Branch Administration
- Sales & Marketing
- Strategy Planning
- Business Development
- Customer Relationship Management
- Corporate and Retail Sales
- Formulating marketing plans
- Coordinating with principles

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★
Tally & Peachtree	★ ★ ★ ★
Window XP, 1998, 2000	★ ★ ★ ★ ★
Windows Vista	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div><div></div></div> 100 %
Hindi	<div><div></div></div> 75 %
Malayalam	<div><div></div></div> 100 %
Kannada	<div><div></div></div> 50 %

INTERESTS

		
Songs	Reading	Travelling

REFERENCE

- Available upon request

- Handling all aspects of service functions, preventing escalations & organizing process strategies.
- Managing overall branch activities, targets and profitability including money transfers, retail process and solicitation of bulk business from institution/ corporate entities.
- Monitoring day-to-day activities of the branch with value addition and constant improvement to deliver creative solution as well as quality services to customer while confirming to AML policies.
- Responding to all client queries, resolving disputes and providing highest services quality.

REMITTANCE

- Processing local & international wire transfers
- Facilities money transfer to various countries through EZ Remit, EZ Cash, Ria, Instant Cash, Trans Fast, Western Union, Credit Card Payment, Local Bank Transfer & Other money products.
- Following and abiding by AML policies to protect the interest of the company as well as of the client.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 17-04-1988
Nationality	: Indian
Marital Status	: Single
Passport Number	: L1346211
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ABDUL RAHIMAN