



**SYED AMEERUDDIN**

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**REMITTANCE OFFICER**

Seeking challenging assignments with a leading organization that would help me cultivate and nurture my skills with an opportunity to display my talent and become an asset to the organization.

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**Key Areas:**

- Excellent Communication Skills.
  - Specialist in Customer Service | Cashier | Operations.
  - FinTech, E-Commerce, Financial Services Industry.
  - Cross-Border Money Transfer | Global E-Payments C2C, B2C, B2B.
  - Foreign Exchange, Swift, Prepaid Cards, Virtual Cards & Gift Cards.
  - Set up the SOPs, CRM & Payment- as a- Services (PaaS).
  - Payment Software- CCPP (Cross Country Payment Platform).
  - Internal Audit and KYC Analysis & AML, CIP Compliance Specialist.
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**CAREER GLIMPSE ----- ORGANIZATIONS SCAN**

**1) ENTERWTO PAYMENT SERVICES PROVIDER, E-Payment Company in Dubai** **12/2015 – 03/2023.**

**Worked as Remittance Officer | Customer Service | Cashier.** (<http://www.enterwto.com/>)

Headquarter in Dubai and associate Companies in (US, Canada, UK, Europe, HK & China).

**Key Skills:**

- Provides a positive customer experience with fair, friendly, and courteous service.
- Manage cash / Cheque transactions at the counter and ensure delivery of quality service to customers while adhering to operational controls.
- Personalized customer services for inquiries about products and services of B2B, B2C & C2C - Online & Offline China Payments.
- Accept cash from remittance customer as per the payment voucher.
- Verify voucher in the system and generate cash receipt voucher.
- Handover voucher to the customer.
- Make payments for cash payout.
- Tallying of cash as per system and update report in Logbook about tally as per system.
- Carry out branch transactions smoothly and in a timely manner.
- Administer and record keeping of financial invoices and outgoing payments.
- Collects payments by accepting cash, Cheque from customers and makes change for cash customers.
- Preparing TT Payment for the Customers & Merchants Companies.
- Take accurate telephone messages, ensuring they reach the recipient in a timely manner.
- Processing payments & Liaising with banks Support to banking transactions.
- Communicating with the Company's payment providers.
- Monitoring clients' deposits and withdrawals in the CRM.
- Responsible for strategic alliances and the merchant onboarding process.
- Adhere to AML/CFT policy under the Central bank Guidelines.
- Adhere to signed company rules and policy/procedure.
- Coordinating with the AML, Compliance, Customer Support, Accounting and Sales Departments for back-office and payments related tasks.

**2) UAE EXCHANGE AND FINANCIAL SERVICES LTD., INDIA** (<https://corp.uaeexchange.com/gbr-about-us>)

**Worked as Regional Audit Manager, Branch Manager & FX Cashier.**

**02/2001 – 10/2015.**

**Key Responsibilities include****Regional Audit Head Responsibilities:**

- Conducts assigned audit engagements successfully from beginning to end.
- Physical checking the inventory count – CN/FC/TC/FCDD/Debit Cards/Gold ornaments.
- Conduct or direct the internal investigation of compliance issues.
- Discuss emerging compliance issues with management or employees.
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- Provide employee training on compliance related topics, policies, or procedures.
- Provide assistance to internal or external auditors in compliance reviews.
- Prepare management reports regarding compliance operations and progress.

**Branch Manager Responsibilities:**

- Accountable for overall business development of Branch.
- Purchase of foreign currency and conversion in Dirham or any other currency at prevailing exchange rate
- Sale of foreign currency against Dirham or any other currency at prevailing rate
- Ensure genuineness of currency of currency notes being exchanged.
- Accountable for Buying & Selling Foreign Exchange, Selling FX (DD/TT/TC/FX Plus Cards).
- Expertise in Transfer of Funds, Inward and Outward Remittances, Foreign Exchange, FX Cards.
- Provide assistance to customers in Money Transfer. (Money Gram, Xpress Money, Western Union).
- Accountable for overall performance of Retail and Wholesale business development.
- Managing overall remittance operations and outward payments through SWIFT and Processing & Transmission of Electronic Transfers, Online, RTGS & NEFT transactions, and resolving queries.
- Accountable for processing and transmission of Money remittances to the various banks; conducting verification of the transactions to comply with the AML/CIP/KYC and risk category assessment.

**Financial System and Controls:**

- Record of all transactions and Handling office accounts, accounting of day to day transactions.
- Accounting of all receipts, payments, deposits, income and expenditures product wise.
- Handles full spectrum of Financial and Cost Accounting roles – Accounts Receivable (AR), Accounts Payable (AP) and General Ledger (GL).
- Perform full set of accounts and ensure timely closing of accounts.
- Deals with the bank in all banking transactions and responsible for monthly bank reconciliation.
- Administering maintenance of books of accounts, inclusive of P& L accounts, Balance Sheet and Trial Balance with finalizing of quarterly, half yearly and annual accounts.

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**ACADEMIA****Master of Finance & Accounting (M.F.A), Kakatiya University, 67%****Bachelor of Business Management (B.B.M), Kakatiya University, 63%****(Holding all certificates attestation from UAE Ministry of Foreign Affairs & International Cooperation-MOFAIC)**

Accounting Packages	:	Exposure in ERP Packages
PGDCA	:	Post Graduation Diploma in Computer Application

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**PERSONAL DETAILS**

Sex	:	Male
Marital Status	:	Married
Religion	:	Islam
Nationality	:	Indian
Languages Known	:	English, Hindi, Telugu and Urdu
Visa Type	:	On Visit Visa
Joining Time	:	Available for Immediate Joining

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**DECLARATION:-**

I hereby declare that the above information is true to the best of my knowledge and belief.

**Syed. Ameeruddin**