

**ABDUL BASIT**

Dubai, United Arab Emirates - Mobile: +971-545238772

E-mail: [abdul.basit7074@outlook.com](mailto:abdul.basit7074@outlook.com)**BANKING PROFESSIONAL**

Experienced professional dedicated to complete the TASK on timely &amp; Effective manner

- AML, KYC, FACTA
- Microsoft Word, Excel. Access
- Organizational Skills
- Accounting Principles
- Compliance Management
- Arex, Cash Express

- 5 years of experience in financial industry.
- Result focused, quality driven professional, demonstrating consistency, achieving time-bound objectives, and effective multitasking ability

**PROFESSIONAL EXPERIENCE****June,2020- Present****AL ANSARI EXCHANGE- Clock Tower, Al Naba, Sharjah, Branch (2200+ employees)**  
**Branch Teller -Reporting Branch Manager****Remittance Corridor.**

- Conducted all type of remittance with error free and accuracy ( Individual and Corporate)
- Prepared Customer Remittances and Salary disbursal reports.
- Make sure that currency received from customer is genuine, original and meeting the standard requirements, any deviation must be escalated to higher management.
- Accepting cash for bill payments, credit card payments and other Govt. and Private sector cash collection.
- Buying and Selling of foreign currencies keeping in view branch profit margin.

**WPS Corridor.**

- Registration of WPS new accounts and make sure all relevant documents have been collected.
- Carried out Smart Pay disbursal as per internal and external guidelines.
- Processed CIF creation files.
- Amendment of Customer details in WPS system.

**Cross Selling.**

- Carried out cross selling by introducing new products to customer.
- Educate the customer regarding ongoing promotions and benefits attached to that activities.
- Development of customer loyalty by way of excellence in service and treatment.
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**April, 2018- May,2020****UAE EXCHANGE- National Paint 2 Branch Sharjah (5000+ employees)**  
**Branch Teller -Reporting Branch Service Head****Cash Management:**

- Carried out accurate and error free all financial transaction (Bank transfer and Cash Payout) of all corridors (USA, UK, Pakistan, India, Bangladesh, Africa) under the light of regulations of Central Bank of UAE and internal policies
- Prepared invoices and credit notes.
- Prepared Customer Remittances and Salary disbursal reports.
- Carried out Smart Pay disbursal as per internal and external guidelines.
- Buying and Selling of foreign currencies at counter.

**Compliance Support:**

- Read-through the Customer Registration Report on daily basis as per AML regulations, highlighted the errors and other drawbacks and educate the staff to rectify and avoid these error infuture.
- Read-through the all high volume transections as per AML regulations, and make sure the all documentary evidence is available to determine the genuine of transections.
- Reconciliation of Western Union and Xpress Money general ledgers at day end and any deviation found escalated to Branch Operations Head for further working.

**Sales and Marketing Activities.****Cross Selling**

- Cross selling of different product to customers at counter including National Bond, Gold Card, Go cash, Ding.
- Educate the customer regarding ongoing promotions and benefits attached to that activities

### **Build Customer Relationships:**

- Provide superior customer service to assigned branch including proper analysis as per assigned by Branch Head.
- Acquire deep understanding of the customer requirement, build strategies and their needs in order to be able to devise the right execution for the branch.

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**ARIT GENERAL TRADING (ETISATALT SMB) (200+ employees)**  
**Processor – Reporting Manager Operations**

**January,14 2017- March,08 2018**

### **Processing**

- Received the sales applications from Sales and initiate the order processing in CRM.
- Audited the applications, checking the required documents, highlighting the fraud indicators, rejecting suspicious cases.
- Monitored the status of the order, identify bottlenecks, take corrective actions and in effect makesure that order closed without any delays.
- Ensured applications are in line with policies of Telecom Regulatory Authority (TRA) and Etisalat and any deviation to be identified.
- Escalating issues to higher management regarding customer complaints and its resolution within TAT

### **MIS Management**

- Prepared various reports including MTD report, Activation reports, and Business case tracker. Sales pipelines, Missing Sales
- Prepared Activation Reconciliation Report and escalate the missing activation to CP Manager to be linked manually.
- Prepared Business cases and activation reconciliation report.

**NAMAL COLLEGE, MINAWALI (AN ASSOCIATE COLLEGE OF UNIVERSITY OF BRADFORD,UK)**  
**Officer Financial Aid.**

**November, 2014 – October 2016**

- Prepares cases and recommendations for Financial Aid Committee approvals based on the information provided by applicants.
- Conduct Financial Aid Committee meetings to process the decisions
- Present the processed financial aid applications in the Financial Aid Committee.
- Provides advice and assistance to students with loan, grant, scholarship, and financial aid applications. Reviews applications to assure accurate and complete information.
- Ensure that all files, decision sheets, letters and other various records are maintained in accordance with the university regulations

**United Bank Limited, Sargodha, Pakistan (13000+ employees)**  
**Customer Service Operations Manager Reporting Regional Head**

**October, 2012 – October 2014**

### **Banking Operations**

- Ensure the branch and vaults are opened and closed properly.
- Supervised cash cell of branch
- Enforce dual control procedures all time
- Supervised clearing in branch (Inward clearing, Outward clearing and Outward bills for collection)
- Supervised the foreign remittance process.
- Dealing queries regarding ATM balancing.
- Supervised account opening process and KYC/CDD.
- Cheque Book management
- Maintain knowledge of AML.FACTA, KYC regulations for Banking.
- Custodian of security stationery of branch.
- Dealing with Dash Board rectification.
- Ensure branch operations are according to Central Bank policies
- Dealing deceased and unclaimed account

### **EDUCATION**

- MBA ( Finance) from University of Sargodha, Pakistan, 2009-2011

### **REFERENCE**

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