

Aneesur Rahman

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Objective:

To excel in the chosen area of specialization, Financial, Banking-Administration & Management, with more than **5 YEARS EXPERIENCE** and to work within an organization that will provide me an opportunity to learn, grow and deploy my potential and to excel in the area of my preview so as to help the organization in the accomplishment of its objectives

Profile:

- Highly motivated, enthusiastic individual seeking a new challenge.
 - Excellent in communication skills.
- A very hard working, ambitious who can work beyond the assigned time to meet the dead lines.
- Enjoy working both independently and as a team.
 - Intends to grow further by adapting skills and techniques within a full time career.
 - Skilled in money transfer to any part of the globe through TT and other online products.

Professional Experience

Presently working Lulu International Exchange as Assistant Branch Supervisor .

Responsibilities as Assistant Branch Supervisor:

Key Responsibilities

- Assisting Ruwais Mall branch as a Assistant Branch Supervisor (ABS).
- Handling the team of Ten people in a branch.
- Managing breaks, weekly off of team and making weekly shift schedule as per business requirements.
- Responsible for the timely opening and closing of branch.
- Handling the branch petty cash.
- Checking cash and reports of cashier's on EOD.
- Branch security and Maintaining update.
- Sending branch business reports at EOD.
- Processing Day End activities.
- W.P.S (Wages protection system) salary files uploading.
- Coordinating with HO for W.P.S (Wages protection system) for monthly salaries.
- Daily reconciliation of online reports (Western Union) at EOD.
- Regular visits of client for currency exchange.
- Regularly participating for marketing activities.
- Maintaining good relationships with customers and making positive efforts for the improvement of Branch business.
- Coordinating with Trans Guard for depositing funds on regular basis.
- Cheque depositing to companies account.
- Checking and updating log books regularly as per the compliance requirements.
- Maintaining files, folders and other necessary documents of branch as per the compliance requirements.
- Doing data analysis for process improvement.
- Handling customer queries.
- Handling customer complaints and resolving them.

Previous Work Experience.

Alfalah Exchange Company

Worked in **Alfalah Exchange Company** as a **Customer Service Representative/Cashier** since February 2016 till 18 July 2017

- Preparing of TT (Telegraphic Transfer), Bill Payments & other online product by using "SYMEX" and other online portals . (i.e. Western Union, Xpress Money, Ezetop, Trans-Fast, etc.) .
- Forex selling and buying dealing with customers and bank notes department .
- Filing and checking the transactions and customer registration .
- Handling high volume of cash.
- Checking of every day's market rates for USD , EUR, other currencies .
- Visiting of near about place & corporate offices for marketing purpose.
- Issue receipts, and update records for cancellation / refunds.
- Exchange foreign currency and update the exchange rate for reference of other employees.
- Deals in all kind of currencies.
- Handling customer queries.
- Helping manager in branch operation.
- Perform all other tasks as assigned and train new staff.
- Visiting competitor exchange
- houses for checking rates they are offering .

Educational Qualification

Bachelor of Commerce

Passed Bachelor of Commerce from Lucknow University in the year 2011 Uttar Pradesh India.

Compliance and AML Training provided by FERG In 2018

Compliance and AML Training Provided By company in 2020

Personal Information

Visa Type	:	Employment Visa
Driving License	:	UAE
Date of Birth	:	April 02 1989
Nationality	:	Indian
Marital Status	:	Married

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

(ANEESUR RAHMAN)