

MOHAMED AZMALDEEN

Secure a responsible career opportunity to fully utilize
My training and skills, while making a significant
Contribution to the success of the company.



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HOR-AL-ANZ - DUBAI

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WORK EXPERIENCE

SUPERVISOR INCHARGE & CUSTOMER SERVICE EXECUTIVE

SHARAF EXCHANGE LLC

03 / 2021 – PRESENT



RESPONSIBILITY

- **FOREIGN CURRENCIES**
BUY OR SELL FOREIGN CURRENCIES OR VALUTA ON THE FOREIGN EXCHANGE MARKET ON YOUR OWN ACCOUNT OR ON BEHALF OF A CUSTOMER OR INSTITUTION IN ORDER TO MAKE A PROFIT.
- **HANDLE FINANCIAL TRANSACTIONS**
ADMINISTER CURRENCIES, FINANCIAL EXCHANGE ACTIVITIES, DEPOSITS AS WELL AS COMPANY AND VOUCHER PAYMENTS. PREPARE AND MANAGE GUEST ACCOUNTS AND TAKE PAYMENTS BY CASH.
- **MAINTAIN RECORDS OF FINANCIAL TRANSACTIONS**
COLLATE ALL THE FINANCIAL TRANSACTIONS DONE IN THE DAILY OPERATIONS OF A BUSINESS AND RECORD THEM IN THEIR RESPECTIVE ACCOUNTS.
- **CUSTOMER SERVICE**
PROCESSES AND PRINCIPLES RELATED TO THE CUSTOMER, CLIENT, SERVICE USER AND TO PERSONAL SERVICES; THESE MAY INCLUDE PROCEDURES TO EVALUATE CUSTOMER'S OR SERVICE USER'S SATISFACTION.
- **AML COMPLIANCE**
LOOKING AFTER RECORDS OF HIGH RISK CLIENTS AND REPORT SUSPICIOUS ACTIVITIES, IF ANY;
ASSISTING THE IMPLEMENTATION OF AN ANTI-MONEY LAUNDERING PROGRAM OF AN ORGANIZATION;
ARRANGING INSPECTIONS FROM THIRD-PARTY ORGANIZATIONS AND ELIMINATING MISTAKES IN THE PROGRAM, IF ANY.
FOLLOW COMPLIANCE PROCEDURES, COMPANY POLICIES AND ABIDES BY ALL HEALTH AND SAFETY GUIDELINES AS PER COMPANY STANDARDS

FOREIGN EXCHANGE DEALER



DEEN PROVISION SHOP & EXCHANGE

12/2018 – 12/2020

RESPONSIBILITY

- OVERSEE THE SALES PROCESS TO ATTRACT NEW CLIENTS.
- BUILDING BUSINESS RELATIONSHIPS WITH CURRENT AND POTENTIAL CLIENTS
- NEGOTIATING WITH CLIENTS TO SECURE THE MOST ATTRACTIVE PRICE
- GUIDE, TRAIN AND MOTIVATE SALES TEAM TO MEET OR EXCEED THE SALES PERFORMANCE TARGETS.
- DEVELOPING SALES GOALS FOR THE TEAM AND ENSURING THEY ARE MET.
- PROVIDING EXCEPTIONAL CUSTOMER SERVICE AND BUILDING RAPPORT WITH CLIENTS.
- HANDLING LARGE AMOUNTS OF CASH INCLUDING STERLING AND FOREIGN CURRENCY
- MAINTAINING A RECORD OF THE BANK'S FUNDS ON DEPOSIT (POSITION) IN BANKS

PASSPORT & VISA DETAILS

PASSPORT NO : N8260381

VISA STATUS : EMPLOYMENT VISA (TRANSFERABLE)

LANGUAGES

ENGLISH

Professional Working Proficiency

HINDI

Limited Working Proficiency

TAMIL

Native or Bilingual Proficiency

MALAYALAM

Limited Working Proficiency

STRENGTHS

- SOCIAL SKILLS
- OVER-FRIENDLY TO CLIENTS
- STAFF MANAGEMENT, DEVELOPMENT, AND SUPERVISION
- REVENUE GENERATION
- CUSTOMER SERVICE AND CLIENT RELATIONSHIPS
- ORGANISATION AND TIME MANAGEMENT

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

BHARATHIDASAN UNIVERSITY

BACHELOR OF BUSINESS ADMINISTRATION

UNIVERSITY OF MADRAS

CERTIFICATES

DIPLOMA IN COMPUTER APPLICATION

CSC COMPUTER EDUCATION

DIPLOMA IN HUMAN PSYCHOLOGY

JAMAL MOHAMED COLLEGE

SKILLS :

- A HIGHLY MOTIVATED PERSON WITH A PASSION TO PERFORM
- EXCELLENT COMMUNICATION SKILLS AND AN OUTGOING PERSONALITY
- SMART APPEARANCE, RELIABLE AND PUNCTUAL
- ABILITY TO WORK ON OWN INITIATIVE ACCURATELY, WITH ATTENTION TO DETAIL
- PREVIOUS EXPERIENCE IN A CASH HANDLING ENVIRONMENT WOULD BE AN ADVANTAGE

PERSONAL INFORMATION

NATIONALITY : INDIAN

DATE OF BIRTH : 14/April / 1997

MARITAL STATUS : SINGLE