






## CONTACT

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## SKILLS

- Having excellent understanding of management skills.
- Strong verbal and personal communication skills.
- Analytical thinking and planning.
- Hardworking, adaptability and quick learning capability.
- Good team dynamics and interpersonal skills.
- Self-motivated initiative and high level of energy.

Language: English, Hindi,

Malayalam, Arabic, Tamil, Kannada

### Personal Details

DOB 4-8-1996

NATIONALITY: INDIA

VISA STATUS

VIST (15-06-2023 TO  
15-08-2023)

## MOHAMMED ASHIQ G K

## PROFESSIONAL SUMMARY

Experienced in Document Analyst in banking industry. Skilled in IT recruiting. strong support professional with customer relations in banking industry.

## WORK HISTORY

### CUSTOMER SERVICE OFFICER : FEB 2022 –FEB 2023 AL FARDAN EXCHANGE – ABUDHABI – UAE

- Assisting customers with processing transactions, such as deposits, withdrawals payments resolving complaints or account discrepancies and answering questions.
- Preparation of cheques , maintaining cheque register and reconciliations of bank statements
- Serve as a resource for the branch personnel concerning exchange products and service, policies and procedures, retail system questions and customer issues.
- Ensure the branch operates within the guidelines of the compliance policy and appropriate procedures.
- Effectively communicate ideas, suggestions for WPS deposits, foreign currency and money transfer.

### Documentation Executive YES BANK - BANGLORE , INDIA

08/2018 - 07/2020

- Performing KYC screening on customer documents to ensure compliance with KYC standards.
- Reviewing accounts application, verifying the documents, ensuring that the KYC AML standards are completed and risk assessment up to date.
- Working closely with senior managers and other stake holders to ensure ongoing compliance with KYC AML standards regulatory requirements and guidelines.
- Playing major role in investigating the high-risk clients, reporting the same to the concerned department, ensuring to collect the necessary documents to complete the client application.

## EDUCATION

**Diploma of Higher Education:** HUMAN RESOURCES MANAGEMENT ,  
04/2019

**ROSHINI NILAYA , SCHOOL OF SOCIAL WORK - MANGLORE**

**Bachelor of Business Administration:** COMMERCE , 08/2018  
**NEHRU MEMORIAL COLLEGE, MANGLORE UNIVERSITY -  
KARNATAKA**