

Curriculum vitae of  
Mohammed bashir khan  
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**OBJECTIVE:**

Seeking a challenging opportunities in a progressive organization which allows my experience and extensive communication skills while providing an opportunity for career growth.

**SUMMARY OF SPECIALTIES**

- Ability to work independently in group
- Ability to accomplish assignments within deadline
- Capability of communicating with people effectively.
- Willingness to take Challenges.
- Capability of Organizing and Leading a group

**FINANCE HUB COMMERCIAL BROCKER CO,DUBAI,UAE**

**Apr,23 to till as telesales marketing**

- Credit card Telesales for Deem Finance and Aafaq Islamic finance
- maintaining the COMPLINCE,AML AND KYC policy in the working process
- the patience and ability to engage customer in conversation
- Excellent communication skills and good sale ability
- Creativity thinking abilities

**TAHIYA GENERAL TRADING LLC,AJMAN,UAE**

**Feb,2016 to 2023 sales supervisor cum pro**

- licence issue,renewal,modification and cancellation
- Visa issue,renewal,modification cancellation

Any type of government service related to handle with economics dep,chamber of commerce,immigration ,court,labour office and tahsheel .

- staff pick and drop in different shifting
- check and cash collection,deposit and withdraw
- sales and purchasing reports
- profit and loss reports
- market analysis and planning for marketing

**WALL STREET EXCHANGE CENTRE LLC(EMIRATES POST GROUP)  
DUBAI, UAE**

**Nov, 2011 to Till 2016 Customer Service Executive /supervisor**

- Operating single window system with cash and remittance.
- The process of receive and sending money through *WU* and instant cash
- Preparing Telex Transfer with collecting necessary document for the **KYC** and **compliance**.
- for telex transfer and for currency exchange as well. .
- Currency Exchange from customer in retail and bulk with good rates.
- Operating ATM machine with cash deposit and cash withdrawal for WPS
- Cash advance against Credit Cards and cash deposit for credit card.
- Handling **complains** from customer for the different transaction.

**UAE EXCHANGE CENTRE LLC**

**ABU DHABI, UAE**

**Oct 15, 2006 to oct 2011 Sr. Remittance Executive**

- Supervising counter staff for counter operations at the Branch: Western Union, Instant Cash, Xpress Money, Instant Draft, Remittance,
- Handles customers queries
- Handles the Telex Transfers Transactions
- Handles Purchase of Travelers Cheques from the Customers
- Cash advance against Credit Card
- Prepares monthly transactions summary reports and branch reports
- Exercise due diligence in processes related to customer transactions to ensure Risk mitigation and adherence to relevant AML procedures and KYC initiatives.
- Provides service to Retail and Corporate customers.

**Academic Background:** Bachelor degree (B.Com.)  
From National University of Bangladesh in 1998.

**Training and Seminar Attended:**

- Procedures and Compliance on Anti Money Laundering in Dubai, U.A.E
- Product Knowledge Training in Dubai, UAE
- Western Union Customer Service Excellence in Dubai , U.A.E
- International Money Express (IME) presentation in Dubai, U.A.E
- Training of customer service from wall street exchange
- Telex Transfer Presentation in Dubai U.A.E
- Instant cash presentation in Dubai,UAE

**COMPUTER SKILLS:**

- Microsoft Windows, Microsoft Office, E-mail Internet,Data Entry

**LANGUAGES:** Bangla,English, Hindi & Arabic

**DRIVING LICENCE:** 2011 to till date.

**OWN CAR:** Camry 2005 Model

**PERSONAL INFORMATION**

Fathers name	Mohammed Shafique Khan
Mothers name	Amena Khatun
Permanent address	Vill-Muslimbag,Ps-Sreemangal,Dist-Moulvibazar,Bangladesh
Present address;	Rolla,near Janata bank,Sharjah
Date of birth	12,nov,1978
Marital Status	Married
Religion	Islam
Nationality	Bangladeshi
Gender	male

YOUR SINCERELY  
MOHAMMED BASHIR KHAN