

Muhammed Irfan



Languages

- English
- Hindi
- Malayalam
- Kannada
- Tamil

Strength

Rapid Learning Feeling confident
Easy to adapt Good team player
with more than 12 years of UAE
experience in providing great
customer service, managing client
transactions, cross-selling items,
and balancing cash drawers.
Money Exchange Teller, Manager,
and Forex Dealer. Seeking
employment in financial
institutions where I can put my
understanding of banking,
remittance products, and
currency exchange operations to
use. I am a reliable, committed
team player who is bilingual and
multilingual.

Personal Info

Muhammed Irfan

Indian

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Employment visa valid till
31.05.2025

Key Skills

• Banking and Remittance Operations • Forex Handling • swift operations •
Retail sales and branch operations • Reconciliation • Due diligence • Internal
auditing • Corporate Marketing and On boarding • Retail Marketing • Cash
handling expertise • WPS Registration

Experience

Wall Street Exchange –Sharjah Butina Branch
since 2016 May as Manager/Teller/ Forex Dealer.

Al Ghurair Int'l Exchange – IBN Battuta

Worked as CASHIER/REMITTANCE

TELLER/in Al Ghurair Int'l Exchange, Dubai. From August 2010 to March
2016.

- Performing money management and dealer functions
- Cultivated and maintained connections with local money Exchange,
retail customers, and corporate clients.
- Liaising with other banks for foreign exchange.
- Managed entire branch operations and sales core area including home
remittance, Swift Transfers, Demand Draft and NR Account opening.
- Gained expertise at AML compliance and risk management.
- Ensured highest service standards are maintained for servicing of
clients and maintaining minimum turn-around-time.
- Managed customer centric operations & ensuring customer
satisfaction by achieving delivery & service quality norms.
- Sending reports (Marketing & Branch Performance).
- Managing day to day operations of the branch
- Verification of all voucher and maintaining proper records and
registers.
- Ensure Customer Service and Cross selling of other Miscellaneous
Products.
- Branch Accounts Reconciliation and Internal Auditing.
- Ensuring Due Diligence Procedure of Central
- Bank of UAE
- Buying and selling all major foreign currencies from Wholesale as well
as retail Customers
- Dealing with huge volume of FC/LC from other exchange houses and
Banks.
- Preparing and accepting applications of Web Based remittances like
Western Union Money transfer and Instant Cash (A Product of
Emirates Post)
- Ensuring Due Diligence procedures of Central bank of UAE in all
transactions. Balances cash daily promotes the exchange's products
and services; Consistently cross sells exchange products at every
opportunity

Education

- Certification in computer hardware and Networking from Goal IT
Solution
- Degree (B.com): Karnataka state open university Mysore
- Secondary education under Board of secondary education
Maharashtra
- SSLC from Shree Sharada High School under Karnataka Board