

Md Jalal Uddin Babu

ACAMS, MBA, BA(HONS), UK

Email:mjuacca@gmail.com

Linkedin : www.linkedin.com/in/md-jalaluddin-babu/

Mob# +971502010479



SYNOPSIS

A career-driven professional focused on excellence in the area of financial accounting, audit and compliance, I am seeking to work with a dynamic, commercially focused team-oriented and well reputed company that can harness my abilities and skills and provide opportunities for professional growth.

PROFESSIONAL EXPERTISE

- CAMS
- Financial Accounting
- Management Reporting
- Financial Analysis
- Taxation
- Business Law
- Accounting Systems
- Data Encoding
- File Management

ABILITIES & SKILLS

- Excellent Communication
- Detail-Oriented
- Quick-learner
- Creative Thinker
- Avid Team Player
- Internet Research Savvy
- Organized
- Acceptancy of Errors/Mistakes

KEY SKILLS AND COMPETENCIES

- Possesses a desire to understand how business make money.
- Very good analytical and mathematical skills related to Accounting.
- Strong financial and management accounting background.
- Basic understanding of payroll and benefits administration.
- Ability to prioritize individual workloads according to deadlines.
- Confident attitude with a proactive approach to work.
- Good knowledge of IFRS and auditing standards.
- Ability to manage multiple tasks simultaneously.
- Up-to-date with all current accounting and taxation legislation.

EDUCATIONAL BACKGROUND

- ❖ CAMS - USA (2023)
- ❖ ACCA (F1-F9 COMPLETED) – (2012 - continue), UK.
- ❖ MBA IN Finance & Banking (2015), IIUC, CHITTAGONG, BANGLADESH.
- ❖ BA (hons) in Applied Accounting (2011), Anglia Ruskin University, UK.
- ❖ Access Certificate in Accounting & Management (2008). London College of Accountancy UK.

COMPUTER & SOFTWARE SKILLS

- MS OFFICE
- TALLY
- CASH MEX
- LIVE EX
- FINACLE
- ORACLE FINANCE & SALES
- CUSTOMER INFORMATION FILE (CIF)
- CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

ADDITIONAL SKILLS & TRAINING

- ❖ AML TRAINING-CROWE UAE & QATAR
- ❖ COUNTERFIET AND TF/PF TRAINING.
- ❖ FERG TRAINING AND WORKSHOP.

WORK EXPERIENCE

REMITTANCE EXECUTIVE CUM BRANCH IN CHARGE
MULTINET TRUST EXCHANGE LLC
DUBAI BRANCH, UAE
FEB 2021 TO PRESENT

KEY RESPONSIBILITIES

- ✓ Provide efficient & error free remittance, WPS & FC exchange.
- ✓ Maintain records of all supporting documents for the transactions conducted, as per the uniform filing system of the company.
- ✓ Apply AML rules, policies & procedures of the company in letter.
- ✓ Attending phone calls and get feedback from the customers.
- ✓ Supervise staff schedule and authorize all transactions
- ✓ Handling customer and head office queries and follow up accordingly
- ✓ Provide ideas/ inputs regarding customer needs, product enhancements.
- ✓ Cooperate and coordinate with all colleagues and management.
- ✓ Making KYC, CID, CDD and EDD.
- ✓ Making STR.
- ✓ Keep all Corporate and individual and Exchange Houses KYC files upto date.
- ✓ Transaction Monitoring and Sanction Screening.

TELLER CUM REMITTANCE OFFICER
ARABIAN EXCHANGE CO WLL
AL KHOR, QATAR
APR 2018 TO SEP 2020

KEY RESPONSIBILITIES

- ✓ Handling cash related transactions with accuracy & precision.
- ✓ Managing customer expectation with each interaction, ensuring adherence to service quality standard set.
- ✓ Eliminating risk of cash difference by following diligently the process set & ensure accurate delivery of cash to customer.
- ✓ Maintaining and processing Demand Drafts and Cheques.
- ✓ Abiding to central bank policies and procedures to reduce risk and error-free transaction.
- ✓ Support branch sales and provide referrals & reply email from the head office or other department.

Adjunct Faculty
Department of Business Administration
International Islamic University Chittagong,
Bangladesh
Sep 2015 to Feb 2018

KEY RESPONSIBILITIES

- Preparing and delivering lectures, tutorials, workshops and seminars.
- Collaborating with other academics and lecturers to improve teaching methods and expand knowledge base.
- Checking and assessing students' work
- Invigilating examinations and taking viva
- Participating in seminars and training opportunities and initiatives at the institution.
- Grade assignments and ensure that all students remain in compliance with the department's policy on academic integrity, including checking for any cheating and/or

REFERENCE:

ABU MD WASIM NUR
Assistant General Manager
Arabian Exchange Co WLL

E-mail: aex@arabianex.com

Contact: +97455053722

MR SERAJUL ISLAM
Associate Professor
Head, Department of Business
Administration
International Islamic University
Chittagong (IIUC)

E-mail: serajulislamiuc@gmail.com

Contact: +8801711448142

PERSONAL INFORMATION

Date of Birth : 29th January 1989
Nationality : Bangladeshi
Marital Status : Married
Visa Status : Employment
Language : English, Bengali,
Hindi, Urdu

DECLARATION:

I do hereby declare and certify that all information stated above in the curriculum vitae is true and complete to best of my knowledge.

Jalal