



MAHAMMAD IRSHAD

(Bachelor of Business Management)

OBJECTIVE

To play a successful and critical role by providing value additional to the company through my structured learning understanding and analytical skill.

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Contact: 0507861815

Address: Naif, Dubai

AREA OF EXPERTISE

- Finance and accounts
- Remittance and cash handling
- AML & Compliance management
- Customer service
- MS office.

SKILLS

- Strong inter-personal, Communication skill
- Computer literacy
- Ability to work independently
- Active learning
- Motivation
- Decision making

SOFTWARE PROFICIENCY:

SAP(FICO), Tally ERP9,
MS office, Winman software.

CURRENT JOB STATUS:

Name of Concern: AL FUAD EXCHANGE

Designation : Forex Cashier, Customer Service.

Period : April 2021 to Present

Work Place : AL Rigga Dubai.

WORK EXPERIENCE:

Name of Concern: UAE EXCHANGE CENTRE LLC

Designation : Forex Cashier, Customer Service.

Period : June 2015 to March 2021

Work Place : Al Nahda Dubai.

JOB PROFILE:

- Buying and selling of foreign currencies.
- Attending customers for making remittance (Corporate/individuals), foreign currency Exchange, telex transfer, electronic transfer, payment services etc.
- AML enquiries of onboard customers, document screening, looking after records of high risk clients and report suspicious activities if any;
- WPS-Creation of files and salary transfer
- Perform general office duties and administrative tasks.
- Cash settlement of various transactions such as Western Union, Ezcash, Ria money, Utility remittance, credit cards, Air ticket payments.
- Cash inter-Branch transfer and receive, funding to CBU, Cash transfer to Branch ATM machine.
- Manage internal and external mail functions.
- Taking care of customer service including handling queries and complaints.
- Provide telephone support.

LANGUAGES

English, Arabic (Basic)
Hindi, Kannada, Malayalam

PERSONAL PROFILE

Father's name: C Ibrahim
Mother's name: Hajeera
Date of Birth: 08/07/1991
Gender: Male
Passport No: L5714895
Date of Issue: 23/03/2014
Date of Expire: 22/01/2024
Place of birth: Mangalore
Karnataka state, India.

WORK EXPERIENCE:

Name of Concern: UH AHMED CHARTERED ACCOUNTANT

Designation : Audit Assistant cum Accountant

Period : 2012 to 2014

Work Place : Mangalore India

JOB PROFILE:

- Work as part of audit team, reporting directly to audit director & General audit clerk.
- Maintain necessary entries of day to day transactions and preparation of efficient ledger accounts.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Bank reconciliation: maintain required files, reports and data. Reconcile and rectify all ledger accounts belonging to customers.
- Vat Returns: preparation, validation and submission of monthly and quarterly VAT Returns on sales tax site.
- Filing income tax, sales tax returns preparation, balance sheet and other functions with used by win man and tally ERP9 software.

EDUCATION

Graduate - Bachelor of Business Management

Period : 2009-2012

Institute : St.Philomina College, Puttur.

PUC - State Board of Karnataka

Period : 2007-2009

Institute : Vittal Pre-university College, Vitla

S.L.C (10TH STANDARD) – State Board of Karnataka

Period : 2007

School : Vittal Junior school, Vitla

Declaration

I hereby declare that information furnished above is true and accurate to the best of my knowledge. I am ready to submit all the relevant certificates to certify the above information is true. If I am given an opportunity I assure you that I will sincerely meet your expectations.

Yours sincerely

Mahammad Irshad

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