

JITEENDER TIWARI

ASSISTANT BRANCH MANAGER



CONTACTS

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Sharjah, United Arab Emirates



ABOUT ME

12+ years of experience in Accounting field as well as in necessary Accounting Compliances such as KYC, AML/CFT and internal control.

Excellent Team Player, Self motivated, Performance driven and hard working individual. Systematic, Detail oriented and tactful approach towards resolving the customer issues.

Managing and ensuring necessary checks and balances in dealing with the transactions involving high risks exposure.

Awards &

Accomplishments:

Awarded with the Star of the Month in Hadi Express Exchange.

Completed training on "AMLCFT & Due Diligence" with special reference to Anti Money Laundering Regulations of Central Bank of UAE.

Completed training on "AML/CFT, Fraud Prevention & detection and Cybersecurity"

WORK EXPERIENCE

Assistant Branch Manager & Branch level Compliance Officer, Hadi Express Exchange, Dubai, United Arab Emirates

Oct 2017 - Present

Responsible to perform more extensive due diligence for HNI transaction/high risk customers with proper documentation.

Educate fellow colleagues on KYC & AML/CFT policies and procedures.

Ensuring the Source of Funds for all High Value collections and transactions.

Daily fund management, License and Tenancy renewal of Branch and Quarters, Bill Payments, Various Sanctions, Requests, Leave Management, Expense Management, etc. and reporting to Management Office.

Collection and verification of all documents related to Branch Compliance.

Responsible for providing the necessary and required documents during the audit.

Report the performance of the staffs to Management Office for selecting Employee of the Month**

Receiving cash, maintaining customer records and make daily reports.

Resolving the customer issues and providing customer service.

Accountant, Bhartiya Metal, Faridabad, India

Jun 2016 - Mar 2017

Purchase, Sale, Billing, Updation of Bank Statment, Debtor Ledger, Voucher entries.

Calculating, preparing and submitting VAT Return.

Cashier, Group 4 Securicor (G4S), Dubai, United Arab Emirates

Feb 2009 - Apr 2016

Receiving Cash and Cheques from customer and internal staff and checking Cash/Cheques discrepancy, fake note and perparing reports.

Receiving and balancing the Cash/Cheques from multiple cashier against daily reports.

Sorting of Cash and Cheques for bank deposit.

Physically counting & verification of cash/cheque according to journal or deposit slip.

Resolving customer problems.

EDUCATION

MBA, Shobhit University , Meerut, Uttar Pradesh, India

2013

Finance Management

Bachelor of Arts, M.D. University, Rohtak, Haryana, India

2008

Senior Secondary, Board of School Education, Bhiwani, Haryana, India

2004

LANGUAGES

Hindi

English

PERSONAL
DETAILS

Date of birth

07 July 1986

Nationality

Indian

Visa status

Approved

Marital status

Married

High School, Board of School Education, Bhiwani, Haryana, India

2002

S K I L L S

Microsoft Office

Microsoft Word

Driving License

Microsoft Excel

Tally Version 9.0 ERP