

## **CURRICULUM – VITAE**



**MOHAMMAD JOBAIR**

**SHARJAH U.A.E**

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### **CAREER OBJECTIVE**

To work in a challenging and competitive environment where I can practically apply and improve my Skills required from my education; experienced to add value and which would provide an opportunity for Professional Growth and Realization of Organizational Goals.

### **WORK EXPERIENCE**

**Company Name** : **National Exchange Company**  
**Location** : Sharjah, United Arab Emirates.  
**Position** : AUG 2007 to DEC 2012 (Counter staff)  
**Duration** : DEC 2012 TO MARCH 2022(Supervisor and BMLRO)

#### ***Responsibilities held***

- Handle remittance and other customer transactions.
- Ensure cash handling is done as per company policy, and cash balance as Till is accurately tailed.
- Preparation of Bank Reconciliation Statement.
- Preparation of Inter Company and branch Reconciliation Statement.
- Handle various Accounting transaction and reconciliation Tasks.
- Implementing proper policies and procedures described by CBU UAE or compliance Department at the branch level.
- Online web base transaction as Western Union, Xpress Money, Trans Fast.
- Conducting proper KYC,CID,CDD AND EDD and guiding to customer accordingly  
To conduct different transaction under the rules implemented by compliance department.
- Supervised ,Received compliance and resolved transaction related matter.

- Monitoring and updating customer KYC document and making sure that customer profile is update.
- Monitoring day to day branch activities and identifying and guiding the counter staff.
- Identifying suspicious activities at the branch level and timely reporting to compliance officer.
- Monitoring daily reports and investigate unusual changes and patterns.
- Manage AML/CFT and Anti fraud rules and procedures.
- Balance all manually posted vouchers.
- Buying and selling of foreign currencies.
- Balance currencies and cash with system.
- Maintain files/fillings.
- Keep information about daily activities.
- Perform duties as assign.

## **HONEY MOTORS FZCO**

**Location:** FZCO Al Aweer Dubai UAE

**Position :** Accountant

**Duration :** April 01,2022 to

### **Responsibilities held**

- Daily accounts activities
- Invoice making
- Daily cash receive, payment
- Import , Export, Temporary documents prepare and submit to authority.
- Prepare sale invoice ,Tax payment, sale register and stock making.
- Prepare staff salary and payment to staff through WPS system.
- Keep information daily activities .

## **EDUCATIONAL INFORMATION**

M.com (management)	:	National University, Gazipur In the year 2001
B.Com (Pass)	:	National University, Gazipur
H.S.S.C	:	Comilla Board
S.S.C	:	Comilla Board

## **COMPUTER SKILLS**

MS Word , Excel and Power point .

### PERSONAL DETAILS

Nationality : Bangladeshi  
Date of Birth : 20 June 1977  
Place of Birth : Chattagram  
Marital Status : Married  
Languages Known : Bangla, English, Hindi ,Urdu and Arabic ( little)

### PASSPORT DETAILS

Passport No : EK0085602  
Place of Issue : Chattagram, Bangladesh  
Issued On : 05-01-2022  
Valid Until : 04-01-2027  
Visa Status : Employment visa ( Till