

# HASSAN ASADULLAH

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AI SAMHA, ABU DHABI UAE



## OBJECTIVE

To work in dynamic and growing environment where I can prove my abilities and through which organization get its strategic objectives.

## SUMMARY

- **10 Plus Years** of professional **experience in Financial Services, FMCG & Textile industries**
- Having excellent Process ,Administration & Business Development skills
- Working knowledge of AML (Anti-Money Laundering) rules and regulations in finance services
- Advance planning and monitoring work with a zest to accept challenges
- Self-motivated and confident with ability to learn quickly
- Dedicated and committed to my career
- Good communication, presentation and organizational skills

## EXPERIENCE

### MAY-2023 TO DATE

**COSCO SHIPPING COMPANY ABU DHABI TERMINAL (UAE) (DULSCO)**

#### CASHIER

- Receiving cash after inspection of Empty containers.
- Following up receivable invoices from customers.
- Making invoices for cash and credit parties.
- Sending Emails credit Tax Invoices to credit Parties.
- Making Daily Cash Collection Report.

### JAN-2022 TO APRIL-2023

**DOLLAR EAST EXCHANGE PVT LTD (PAKISTAN)**

#### Business Development Executive

- Meeting corporate clients to get currency business.
- Meeting all major banks to buy/ sell different type of currencies.
- Visit all major branches in different cities of Pakistan and making new relations with banks and corporate sectors.
- Visiting different Travels Agencies and Hajj/ Umrah Offices and arranging currencies on demand.
- Getting good business by visiting Educational Consultants/ Immigration Consultants.
- Business from Educational Consultants. Student Fees “TT”.
- Making daily Visit reports and earned business reports.

**JULY-2020 TO FEB-2021**

**UNIVERSAL EXCHANGE CENTER DUBAI (UAE)**

**Teller/ Customer Services/ Marketing Executive**

- Remittances to different locations as per customer's requests.
- Monitoring the cash & FC stock according to the requirements of the branch.
- Making vouchers, Remittances, Payments & Receiving's.
- Assisting customers to exchange money, remittances to other countries. Send money Receive money, WPS, Demand Draft and all permitted services.
- Collect / Pay cash against transactions and vouchers and ensure that every transaction is satisfactorily completed before the customer leaves the counter.
- Maintaining all branch records (vouchers, cash stock etc)
- Processing the salary payouts of all the WPS customers.
- Processing Cash Buying & Selling of all permitted currencies.
- Reconcile all end day transactions prior to leave the branch to ensure that all cash receipts and deliveries are in order with business transactions.
- Outdoor Marketing to enhance branch customers and business.
- Visiting nearby Camps for the promoting company business.
- Door to door and person to person marketing to pursue the individuals to send the remittances through our company.
- Make sure that cash is maintained as per the branch limits.
- Ensure that no fake bills / counterfeit money is received and reporting to branch head about any discrepancy about cash counter like fake notes.
- Filing, record keeping and tallying the daily transactions.
- Preparation and updating the customer profiles with full KYC details.
- Timely reporting the suspicious transactions and customers to the compliance department.
- Complying AML policy / procedure according to FERG.
- Tally foreign & local currencies and prepare cash tally report at day end.
- Making EWPS Transactions for corporate Customers.
- Handling Complaints and resolving the issues.
- Working as assistant of Branch Manager.

**FEB-2015 TO APRIL-2019**

**AL AHALIA MONEY EXCHANGE BUREAU (UAE)**

**CUSTOMER RELATIONSHIP EXECUTIVE**

Reporting directly to the Branch Manager, my duties include:

- Outdoor Marketing to enhance branch customers and business.
- Visiting nearby Camps for the promoting company business.
- Door to door and person to person marketing to pursue the individuals to send the remittances through our company.
- Attracting & convincing customers (individuals & corporate) for using our company's remittance, payroll and payments processing services
- Arranging the meetings with corporate companies for open their EWPS accounts with my company.

- Processing online Remittances such as Cash pick up, Money Grams, Express Money, EzRemit, TransFast, IME and AFM(AHALIA FAST MONEY)to different countries
- Supervision of filling daily transactions reports& documents pertains to different type of transactions
- Providing operational and administrative support to branch manager
- Ensuring compliance withAML(Anti Money Laundering) rules and regulations while processing transaction
- Performing customers services duties and resolve their issues related services and transactions
- Processing of WPS (Wages Protection System) account opening and processing of Payroll for different companies as per the applicable UAE Labor Laws.
- Maintaining & updating customers records related to their IDs, transactions processed, and the other documentation required as part of applicable AML (Anti Money Laundering) regulations
- Receiving & processing of credit card payments for different banks in UAE
- Training & development of newly joined CRE's

### **FEB-2014 TO FEB-2015**

#### **MASTECH GLOBAL FZE AJMAN UAE**

##### **Branch Process Controller**

- Ensure competent quality Sales of all Items while achieving targets
- Maintain complete updated Sales records/data and pricing in the system.
- Coordinate with user departments and Customers.
- Handling and monitoring of claims to Customers for defectives, shortage, missing products.
- Support relevant departments with quotations for the purpose of tenders.
- While performing operational duties, coordinate with suppliers to ensure on-time delivery.
- Responsible for the purchase orders to send suppliers.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site on time.
- Help in giving new ideas for promotions and brand awareness.
- Checking the expiry products and returning them back to suppliers
- Negotiating with the customers and suppliers for enhancing the business.

### **Jan-2011toMAY-2012**

#### **Punjab Beverages Company (PEPSI)**

##### **Market Research Officer**

- Market Share & Availability Analysis
- TOT Injection and Verification
- Identification of misused TOT's & Publicity Items
- Verification of Promotional Activities & Schemes
- Verification of Sampling Claims
- Monthly Activity Report Analysis
- To manage distribution network.
- To monitor and train the team of customer representatives to perform their duties
- Market visits to check availability of Pepsi-Cola and to check competitor's activities.
- Personal involvement direct sales to increase market share of Pepsi brands.
- To monitor proper usage of Pepsi-Cola chilling equipment. To ensure availability of all brands of Pepsi-Cola in the chillers and in display as well.

**May-2009toAug.2010**  
**Nisar Spinning Mills (PVT) Ltd.**  
**Market Process Officer**  
**Responsibilities**

- Preparation of Daily sales reports, daily Production Reports and daily Stock reports.
- Meetings with customers to enhancing the business.
- Daily customer accounts statements (Receivables).
- Receivable and payable accounts.
- Sales order detail and dispatches.
- Preparation Broker's commission accounts statements.

**ACADEMIC QUALIFICATIONS**

- MBA degree from Government College University Faisalabad in the Year 2008
- Graduation from University of Punjab Lahore in the year 2006

**PROFESSIONAL TRAININGS**

Workshop on Team building, Professional skills and Interpersonal skills.	<b>PEPSI COLA PAKISTAN</b>
Attended a workshop on AML (ANTI MONEY LAUNDERING) at ABU DHABI, UAE.	<b>AL AHALIA MONEY EXCHANGE</b>
Attend workshop conducted by "FERG" on Anti Money Laundering.	<b>FERG</b>

**LANGUAGE SKILLS**

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
ENGLISH/ URDU	FLUENT	FLUENT	FLUENT
MALYALAM	-	-	Just for sake of sending Remittance