

Aneesur Rahman

Villa No 20 Shabia Mubarak Ghayathi
Abu Dhabi, UAE
Mob:- +971564712348
aneesurrahman510@gmail.com



Objective:

To excel in the chosen area of specialization, Financial, Banking-Administration & Management, and to work within an organization that will provide me an opportunity to learn, grow and exploit my potential and to excel in the area of my preview so as to help the organization in the accomplishment of its objectives

Profile:

- Highly motivated, enthusiastic individual seeking a new challenge.
- Excellent in communication and a fast learner.
A very hard working, ambitious who can work beyond the assigned time to meet the deadlines.
- Enjoy working both independently and as a team.
- Intends to grow further by adapting skills and techniques within a full time career.
- Skilled in money transfer to any part of the globe through TT and other online products.

Skills:

- Professionally trained to be part of multi task organization.
- Management and Administrative skills.
- Good customer service skills.
- Ability to work in a fast paced environment.
- Fast Learner.

Professional Experience

Started working Lulu International Exchange since July 2017 currently working as Assistant Branch Supervisor

Responsibilities as Assistant Branch Supervisor:

- ☐ Assisting Ruwais Mall branch as Assistant Branch Supervisor (ABS).
- ☐ Handling the team of eight people in a branch.
- ☐ Managing breaks, weekly off of team and making weekly shift schedule as per business requirements.
- ☐ Responsible for the timely opening and closing of branch.
- ☐ Handling the branch petty cash.
- ☐ Checking cash and reports of cashier's on EOD.
- ☐ Branch security and Maintaining update.
- ☐ Sending branch business reports at EOD.
- ☐ Processing Day End activities.
- ☐ W.P.S (Wages protection system) salary files uploading.
- ☐ Coordinating with HO for W.P.S (Wages protection system) for monthly salaries.
- ☐ Daily reconciliation of online reports (Western Union) at EOD.
- ☐ Maintaining good relationships with customers and making positive efforts for the improvement of

branch business.

- ☐ Coordinating with Trans Guard for depositing funds on regular basis.
- ☐ Cheque depositing to companies account.
- ☐ Checking and updating log books regularly as per the compliance requirements.
- ☐ Maintaining files, folders and other necessary documents of branch as per the compliance requirements.
- ☐ Doing data analysis for process improvement.
- ☐ Handling customer queries.
- ☐ Handling customer complaints and resolving them.

Previous Work Experience.

Alfalah Exchange Company

Work in **Alfalah Exchange Company** as a **Customer Service Representative/Cashier** since February 2016 till 18 July 2017

Educational Qualification

Bachelor of Commerce

Passed Bachelor of Commerce from Lucknow University in the year 2011 Uttar Pradesh India.

Personal Information

Visa Type :	:	Employment Visa
Driving License	:	UAE Valid license
Nationality	:	Indian
Marital Status	:	Married

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

(ANEESUR RAHMAN)