



# AMEER SHAHUL

## CONTACT

Sharjah

**Mobile:** +971529965150

ameershahul97@gmail.com

## EDUCATION

March 2020

B.com

**ANNAMALAI UNIVERSITY,  
CHENNAI**

March 2017

Class XII

**C.C.M Higher Secondary School,  
Karikatoor**

March 2014

Class X

**M.E.S Public School,  
Mundakayam**

## LANGUAGES

**English (Fluent)**

**Malayalam (Mother Tongue)**

**Tamil**

**Hindi**

## PROFESSIONAL SUMMARY

Seeking a suitable position for a CORPORATE RELATIONSHIP EXECUTIVE with a reputed Organization, where my education and experience can contribute to the enrichment of myself and the growth of the organization. Self-motivated Relationship Officer skilled in providing extraordinary customer service internally and externally to develop relationships and create positive customer experiences. Proven record of achieving operational efficiency and quality standards and demonstrating compliance with Central bank regulations. Exhibits exceptional analytical skills and conceptualizes Corporate Remittance proposals and provides viable solutions.

## SKILLS

- Value Selling
- New Business Development
- De-Escalation Techniques
- Portfolio Growth
- Equity and Fixed Income Markets
- Solution Management
- Relationship Management
- Customer Relationships
- Policy Management

## WORK HISTORY

January 2023 - Current

**Relationship Officer, SHARAF EXCHANGE LLC, DUBAI**

- Maintained and built close relationships with customers through regular contact and visits.
- Maintaining relationships with current clients and identifying new business opportunities with them
- Meeting with potential clients to determine their needs and interests in order to develop a tailored sales strategy.
- Building new portfolio of SME & Corporate/ HI clients for providing foreign exchange solutions.
- Follow procedure of AML Compliance & KYC Policy to registering new corporate /HNI client
- Coordinate internally with branch / back office operations / treasury department to ensure precise services are provided to clients
- Pursue Client Relationship Management via personal visits, telephone calls and emails.
- Conducting competitor analysis to understand market trends and competitor moves to achieve market share.

- Identifying business opportunities through market surveys and mapping to achieve desired targets
- Consult with the management with new business proposals & strategies & new branch locations.
- Developing and implementing new methods of promotions and retention for corporate business.
- To organize campaigns, events & gatherings, CSR activities across the region for better brand awareness & enhance retail business

June 2022 - September 2022

**Operations Specialist, *AL ANSARI EXCHANGE*, DUBAI**

- Monitor and verify that transactions comply with regulations and policies; ensure transactions are secure and update transaction information in the company's systems.
- Respond to incoming queries raised by customers, other company branches, banks, and agents via telephone and email; route queries to appropriate departments/personnel in specific cases.
- Provide detailed information on company products and services that include foreign currency exchange, remittances, and credit card encashment.
- Manage official correspondence with banks and clients, anticipate and understand the requirements of clients, and provide services accordingly.
- Focus on reducing and resolving remittance-related and complaints (non-receipts, amendments, and cancellations) promptly, maintain excellent customer relations.
- Maintain up-to-date knowledge of regulations and developments related to financial services / FOREX in the UAE as well as other countries, and keep customers informed about new regulations.
- Explain the benefits and features of the company's exchange products to customers, partner banks, and agents, and bring them on board to avail of these products.
- Generate and analyze various reports (FOREX, remittances, and large value transactions) and submit these to the Senior Manager for review.
- Responsible for reconciling bank statements and verifying that the figures match data in the transaction reports, detecting and investigating discrepancies, and resolving these in time.
- Establish and maintain excellent rapport with customers and co-workers, and always present a professional image of the company in customer interactions.
- Ensure and maintain accuracy and integrity of all financial information, support auditors during operations audit, and provide all information and documentation as requested.
- Monitor and examine transactions closely, flag any dubious transactions and detect cases of money laundering, escalate such transactions to appropriate authorities.

## PERSONAL INFORMATION

- Age: 24
- Passport Number: P0813804
- Father's Name: Shahul Hameed
- Date of Birth: 08/22/97
- Gender: Male
- Nationality: Indian

## UAE LICENSE NUMBER

4513878

## DISCLAIMER

I, hereby solemnly declare that the information furnished above is true to the best of my knowledge and no part thereof has been intentionally distorted or misrepresented.