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## **MOHAMMED NAIMUL ISLAM**

**Address:** Industrial Area 17, Sharjah, UAE

**Mobile:** +971554295314, + 971507891722

**Email:** naimul44@gmail.com

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### **OBJECTIVE**

To evolve into a hard working and sincere professional with all my devotion, contributing to the success of the organization and at the same time to enhance my knowledge and develop my communication and interpersonal skills. To work in a competitive environment with utmost sincerity with a Challenging job. Helpful in increasing my learning abilities & Gaining experience for the benefit of the esteemed Organization.

### **EXPERIENCE**

**Company name: Multinet Trust Exchange LLC.**

Shop# 4 Al Owais Business Tower

Po Box: 14780 Baniyas square Deira Dubai U.A.E

**Company website:** <http://www.multinettrust.com>

**Position: Branch Supervisor**

**Duration:** 8<sup>th</sup> Aug 2008 to 14<sup>th</sup> April 2019

#### **Core Tasks**

- Responsible in Preparing Telegraphic Transfer
- Checking and monitoring bank rates and foreign currency rates.
- Can Handle SYMEX, Live ex, WPS, Western Union/ Express money/ Ary /Money Gram Transfer/ Ezetop/ Prabhu Money, Transfer. Contact Sys.
- Developed good communication skills and build trust from colleagues and customers.
- Assist the cashier in verifying and sorting the cash for funding.
- Ensure that all security aspects of the branch are in tact and updating the registers and other records daily and ensure proper maintenance of all registers in the branch.
- Educating the staff in the branch on AML and KYC policy and procedures.
- Reconciling all cash transactions at the end of the day.
- Custodian for branch vault key and safe key as per instruction from branch head.
- Safe Keeping of all Records as per Central Bank of UAE guidelines.
- Handling salary disbursement for corporate companies through Wages Protection System.
- Developing, implementing and maintaining a business plan for the branch.
- Managing the daily activities of the branch.
- Responsible for dealing with complex and diverse managerial problems.
- Providing excellent service to customers.
- Inspiring and motivating staff.
- Handling Enquiry & other customer related issue.

### **Additional Assignment for Bank Account Opening**

Well versed in opening **NRE/NRO** accounts in almost all the major Asian banks which includes the following:

INDIA	BANGLADESH	PAKISTAN	SRI LANKA
PNB	IBBL	HLB	HNB
SBI	MTBL	MCB	
UBI	PBL		

#### **Accomplishments**

- Brought business to company by starting transactions in labor camps.
- Developed excellent process flow for the branch for smooth operations.
- Got appreciation for quickly submitting the requested documents from Compliance department and timely reply to the email queries.

**Company name: Al Falah Adv LLC.**

Industrial Area 11, Sharjah U.A.E

**Company website:** [www.alfalahadv.ae](http://www.alfalahadv.ae)

**Position: Manager**

**Duration:** Presently working since **10<sup>th</sup>** Nov 2019

#### **SUMMARY OF SKILLS/EXPERIENCE**

- Ten years' experience in Exchange and Operations.
- Extremely pleasant personality with the advent of good physique.
- Excellent communication skills with absolute politeness in verbal conversation.
- Good customer service skills with orientation of complete customer satisfaction

#### **IT & NETWORKING SKILLS**

- Operating system: Mac OSX, Windows XP / 7 / Vista,
- Application: Microsoft Office.
- CompTIA's A+ Certification (Core Hardware, Operating System Reference & Network Concepts).
- MCSA
- Professional strengths
- Possess strong communication and interpersonal skills.
- Experience of working with customers from different cultures & backgrounds.
- Experienced in dealing with the public & comfortable in a selling role.
- Well spoken, approachable, with great attention to detail & a professional attitude.

#### **EDUCATION**

- S.S.S (Business Study) from Dhopachari Shil Ghata High School, Chandanaish, Chittagong.
- H.S.C (Business Study) from Science And Technology School And College, Chittagong
- BBS 1<sup>st</sup> year from Hazi Mohammed Mohsin Collage, Chittagong.

## LANGUAGE SKILLS

- Fluent in English
- Bangla
- Hindi.
- Urdu

## PERSONAL INFORMATION

- Date of birth : 11<sup>th</sup> January 1986
- Marital Status : Married
- Religion : Islam
- Nationality : Bangladeshi
- Passport No : EH0575572

## LICENSE DETAIL

- License No : 786715
- Date Issue : 24-02-2022
- Date Expiry : 23-02-2024
- Place of Issue : Sharjah, UAE
- Category : Light Vehicle

## REFERENCE

-  **Fahad Lokman**  
Position : Cabin Crew  
Company : Air Arabia  
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## DECLARATION

I hereby declare that all the data and information's provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.