

MOHAMMED RAHIMAN

Personal Information



Date of birth: 15/02/1982
Nationality: Indian
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Visa: Employment Visa
License: Valid UAE Driving License

Profile

Ambitious professional with more than 18 years of UAE experience with strong exposure to Supervising, Compliance, Cash handling and Customer Service. Proven track record in Customer service and branch operations with strong commitment to excellence in delivering and increasing company revenue and profitability. Looking for a challenging opportunity in the operations to strengthen the organization's fundamentals including profitability even further to give a fillip, at the same time improving my personality, knowledge base and professional skills thereby adding value to the Organization.

Work Experience

National Exchange Company Alain Branch, Branch In Charge/ Supervisor

October 2021 until date

Responsibilities include, but not limited to

- Smooth running of the business and keep all the books/Statement check balance.
- To check and take market rates for currencies through Banks, Exchange houses and Internet platforms and update in system and advice to the branches where necessary.
- To check all the branches Bank accounts involved in remittances and funds position for local and foreign currencies
- To cover the drawings made to different countries through Forex Deals with correspondent banks and Service providers like WU, TransFast.
- To check remittance register, Trial Balance, FC Statements and Transaction reports daily at the end of the business hours and cross check with cashier and other related reports.
- To check daily transactions for AML/CFT requirements and supporting documents for each and every transaction as required by Central Bank of UAE
- To follow the compliance rules and regulation prescribe by the Central Bank of UAE and keep and update all the Notices received from Central Bank and update in system and Black List/ SymexTrax accordingly.
- Proper application of TEST key for payment instruction.
- Reconciliation of all the bank accounts.
- Physical Checking of Cash and Foreign Currencies on daily basis with Cashier to make sure it is balance with statements available in system and record. Maintain Vault Register as per Central Bank Standards
- Jointly handling of keys of cash safe and Strong room/cash vault with cashier/custodian.

Work Experience

2005 – 2021
Al Ain,
United Arab
Emirates

Cashier Counter staff
UAE Exchange

Job Responsibilities

- ♦ Manage daily branch activities and ensure its operations are carried out effectively, efficiently and all safety control measures are strictly implemented & followed.

- ◆ Responsible for the execution and implementation of the regulations issued by the Central Bank of the UAE and in-house Anti-Money Laundering policy and procedures
- ◆ Monitor FOREX market, speculate and inward/outward booking, close the deal with prospected customer.
- ◆ Daily market watch and update rates to HNI customers through courtesy calls as well as various channels.
- ◆ Assigning monthly targets for team members and monitor the performances.
- ◆ Supervising daily cash funding activities (AED and FC) of the branch.
- ◆ Ensure all customer complaints are resolved/addressed within the given turnaround time and ensure that all customer feedback & suggestions are noted.
- ◆ Develop plans and operational strategies related to the branch with emphasis to Business, Marketing, Customer, Personnel & Security.
- ◆ Manage, maintain and expand branch customer base by conducting local store marketing, building rapport and maintaining a cordial relationship with key customers.
- ◆ Handling salary process for different companies through the system of WPS.
- ◆ Responsible for monitoring day to day transactions of the branch for any unusual / structured / suspicious / blacklisted ones and report to the Chief Perform more extensive, due diligence for higher risk amounts/ customers and include proactive monitoring for suspicious activities.
- ◆ Making sure that all the employees knowledge are up to date and effective in compliance procedures, systems and controls.



Work Experience

Significant Highlights

- ◆ Played a key role in conceptualizing plan with Business development Executives for promotion UAE Exchange products all nationalities

Visited various

- ◆ Camp for salary disbursement :conduct various programmes for creating awareness of various products of UAE Exchange include cross selling of NRI account openings Corporate customers for registering with the exchange for doing more and more business transaction.
- ◆ Hold the distinction of opening NRE accounts with bank which resulted in revenue generation for UAE Exchange.
- ◆ Visited labour camps for site transaction; cross selling various UAE Exchange products for creating awareness of exchange; this resulted in more lead generation and created opportunity for doing more transaction.



Education

India

Bachelor of Arts
Sri Bhuvanendra college Karkala
Udupi dist
Karnataka
INDIA



Languages & Computer

English



Arabic English Tamil /Malayalm Hindi Urdu Kannada Tulu



MS-Office/Word/Excel



Strengths

Working under pressure

Managing

Team-working

Leadership

