

CONTACT

Mohamed Farmanulla

📍 Dubai - UAE
☎ +971568068330
@ farman2u96@gmail.com



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2021 - February - Present

- **Branch supervisor**
Redha Al ansari exchange - Dubai

Responsibility,
 - Supervision over branch activity and the staffs.
 - Transguard service
 - Checking all transactions invoices and filing it on daily basis.
 - To follow all compliance procedures and update the same to the branch staffs
 - Reporting of any kind of problems in the branch to the management.
 - Sending the branch sales report to the management on daily basis.
 - Assisting the branch staff in any doubtful transaction or any system related issues.
 - Checking the cash balance of all the staff at the end.
 - Forwarding all pending compliance department.
 - Supervision over the branch cash stock and checking the cash tailed at the closing time.

2019 - November - 2021 - January

- **Bank Teller**
Redha Al ansari exchange - Dubai
Responsibility,
 - Customer Service and Front Office Operation.
 - Ensuring Accuracy in Transactions.
 - Attending Customer Complaints and Reporting to the Manager/ Supervisor.
 - Preparation Of Daily Report to the Manager/Supervisor.
 - Filing Of Routine Such as Daily Vouchers, Letter Etc.
 - Update On Anti-Money Laundering/CFT And Know Your Customer Policy.
 - Reporting any suspicious customer transaction/activity to the BCO/MLRO.
 - Ensuring accuracy in day end report.
 - Follows Central Bank of UAE compliance rules and regulations.

EDUCATION

SKILLS

- • Customer service
- • Leadership
- • Strong banking concept
- • Self confidence
- • Time management
- • Multi-line telephone systems
- • Scheduling
- • Verbal and written communication
- • MS Office proficiency
- • Multitasking strengths
- • Mail handling
- • Attention to detail
- • Correspondence distribution
- • Organization skills
- • Customer and client relations

LANGUAGE

- English
- Tamil
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth : 08/10/1996
- Nationality : Indian
- Passport No. : R5752722
- Place of Birth : Tamilnadu
- Marital status : Single