

ABDUL BASIT

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Foreign Currency Teller

Experienced professional dedicated to completing the task on timely & effective manner

- Cash Management
- Microsoft Word, Excel, Access
- Inward, outward clearing, Interpersonal Skills
- Knowledge and skill to identify forged currency notes
- AML Regulations
- Cross Selling
- Corporate Onboarding

- 5 years of experience in financial industry,
- Result focused, quality driven professional, demonstrating consistency, achieving time-bound objectives, and effective multitasking ability.

CERTIFICATIONS

- | | |
|--|-------------------|
| • Certified Anti- Money Laundering Specialist (CAMS) | In Process |
| • Counterfeit Detection | Completed |
| • Advance Customer Service | Completed |
| • Prevention of Fraud and Counterfeit Money | Completed |
| • Anti- Money Laundering and Counter Terrorist Financing (AML/CFT) | Completed |
| • Anti – Bribery Training | Completed |

PROFESSIONAL EXPERIENCE

June 18, 2020- Present

Al Ansari Exchange Foreign Currency Teller

Branch Operations

- Carried out accurate and error free all financial transaction (Bank transfer and Cash Payout) of all corridors (USA, UK, Pakistan, India, Bangladesh, Africa) under the light of regulations of Central Bank of UAE and internal policies
- Prepared invoices and credit notes.
- Prepared Customer Remittances and Salary disbursal reports.
- Carried out Smart Pay disbursal as per internal and external guidelines.
- Buying and selling of foreign currencies at counter.
- Make sure that currency received from customer is genuine, original and meeting the standard requirements, any deviation must be escalated to higher management.

Compliance Support:

- Read-through the Customer Registration Report on daily basis as per AML regulations, highlighted the errors and other drawbacks and educate the staff to rectify and avoid this error in future.
- Read-through all high-volume transactions as per AML regulations, and make sure the all documentary evidence is available to determine the genuine of transactions.
- Reconciliation of Western Union and Xpress Money general ledgers at day end and any deviation found escalated to Branch Operations Head for further working.

April 2018- June 2020

UAE EXCHANGE

Foreign Currency Teller

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**ARIT GENERAL TRADING (ETISATALT CHANNEL PARTNER)
Accountant & Processor – Reporting Manager Operations**

January,14 2017- March,08 2018

Processing

- Received the sales applications from Sales and initiate the order processing in CRM.
- Audited the applications, checking the required documents, highlighting the fraud indicators, rejecting suspicious cases.
- Monitored the status of the order, identify bottlenecks, take corrective actions and in effect make sure that order closed without any delays.
- Ensured applications are in line with policies of Telecom Regulatory Authority (TRA) and Etisalat and any deviation to be identified.
- Ensured the activation within TAT.
- Escalating issues to higher management regarding customer complaints and its resolution within TAT

Namal College, Pakistan (An Associate College of University of Bradford, UK)

November,14 2014-October 2016

Executive Secretary - Reporting Director

- Prepares cases and recommendations for Financial Aid Committee approvals based on the information provided by applicants.
- Conduct Financial Aid Committee meetings to process the decisions.
- Present the processed financial aid applications in the Financial Aid Committee
- Provides advice and assistance to students with loan, grant, scholarship, and financial aid applications. Reviews applications to assure accurate and complete information.
- Compiles a variety of demographic and financial aid data for University Review Committees.
- Process and maintain the physical verification data.
- Performs other duties as assigned that support the overall objective of the position as and when assigned by the Supervisor/ HOD

**United Bank Limited, Sargodha, Pakistan
Customer Service Operations Manager**

October 2012 – October 2014

Banking Operations

- Ensure the branch and vaults are opened and closed properly.
- Supervised cash cell of branch
- Enforce dual control procedures all time
- Supervised clearing in branch (Inward clearing, Outward clearing and Outward bills for collection) □ Supervised all local and international financial transaction in the branch.
- Supervised the foreign remittance process.
- Dealing queries regarding ATM balancing.
- Supervised account opening process and KYC/CDD.
- Cheque Book management
- Maintain knowledge of AML.FACTA, KYC regulations for Banking
- Ensure branch operations are according to Central Bank policies
- Dealing deceased and unclaimed accounts
- Managed locker operations.

EDUCATION

- MBA (Finance) from University of Sargodha, Pakistan, 2009-2011

