



Abdul Latheef Nusky Mohamed
BRANCH HEAD

Date of Birth: 9th July 1986

Nationality: Sri Lankan

Gender: Male

Marital Status: Married

Visa: UAE Residence

Expert Skills

Windows Based Application	● ● ● ● ●
MS Office	● ● ● ● ●
Technical Skills & IT Skills	● ● ● ● ●
Team Working	● ● ● ● ●
Problem Solving	● ● ● ● ●

Language Skills

English	● ● ● ● ●
Tamil	● ● ● ● ●
Sinhala	● ● ● ● ●
Malayalam	● ● ● ● ●
Hindi	● ● ● ● ●

Contact



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1-6 AL KHAIL AL QUOZ DUBAI

Professional Objective

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which provides me opportunity to explore myself with the growth of company, where I can utilize my skills in Business Development and Operations Management to the fullest.

Professional Profile

Experienced and goal oriented professional with a track record of consistently meeting and exceeding established goals and objectives related to Planning and Implementing Business Strategies, Client Relationships, Business Development and Market Analyzing over two six years. Achieved significant results related to promoting organizational growth and securing necessary industry related designations and increasing over all business volume.

Educational Qualifications

- BACHELOR OF ARTS

Professional Experience

1. UAE EXCHANGE LLC NOVEMBER 2015 – TILL DATE (CURRENT ROLE AS A SR. BRANCH MANAGER AT AL QUOZ MALL BRANCH)

- ♦ Areas Covered under Branch Operation Management
 - Corporate Business Desk Handling
 - Executing corporate customers transactions
 - Verifying the Swift code, IBAN, Sort code, BS B and ABA.
 - Providing competitive rates through special deal for European currencies.
 - Keeping track of the Swift transfer during the time of rejection.
 - Coordinating with AML Department for their all queries
 - Supporting and managing staff and facilitating appropriate professional development.
 - Processing data to produce accurate facts and reports
 - Communicating, implementing and monitoring compliance with corporate standards and procedures.
 - Representing the branch within a wider community.
 - Assessed and delegating work assignments to ensure a sound and productive work environment.
 - Monitors Branch office operations to ensure that security procedures are being followed.
 - Perform all duties in accordance with the Vision and Values of the Company.
 - Explains services to Potential Customers to generate additional business to Branch.
 - Work closely with the BDM Team to create effective strategies for client expansion
 - Generated new business through presentation of Products to customer.
- ♦ Cash Management
 - Over all supervision of all activities related to cash.
 - Generate revenue by selling FC to corporate clients
 - Provide relevant market updates to clients
 - Establishes and maintains long term relationships with bank.
 - Maintains a thorough, in depth knowledge of the FC Market, while keeping up to date markets
 - Monitors trends and developments in the market and provide possible tips to customers
 - Ability to interpret market news and events and communicate relevant information to clients.

- ♦ AML

- Responsible for overseeing and monitoring the implementation of Company's compliance & ethic programs.
- Develops and implements policies and procedures to detect and prevent illegal and unethical conduct.
- Assisting the Senior Management team on matters relating to legal compliance.
- Periodically revising the Compliance Program as required by changes in the policies and procedures.
- Assure the compliance program effectively, prevents and detects violation of rules, corporate policies and regulations.
- Responds to alleged violations of rules, regulations, policies and procedures.
- Provides reports on a regular basis to the Senior Compliance Officer
- Ensure proper reporting of violations of Company's policies, procedures and rules & regulations.
- Collaborate with other departments and coordinates their compliance activities.
- Train employees on the Organization's code of conduct, policies and procedures.

- ♦ Branch Accounts

- Responsible for Branch sundry Debtors A/C, sundry Creditors A/C, Recovery And all Accounts receivable and payable A/C,
- Preparing Month end Income and Expenditure A/C and preparing Profit and Loss A/C
- Forwarding consolidated month end report to Head office.

2. ALPHA TRAINNING & STRATEGIC MANAGMENT

(OPPOSITE HAZZA BIN STADIUM, AL KHABISI, AL AIN) 01 Jan 2022 – Till Date

- ♦ Work as a Health Care License Processing & Analyzing Officer

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.