

MOUZAM HUSSAIN
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PROFILE SUMMARY

- Branch Operations Professional with 13+ years of experience in Executive Leadership, Strategic Partnerships, Business Excellence, etc.
 - Manage operations and overall functioning of the branch in UAE.
 - Responsible for adherence to all guidelines and regulatory requirements in the branch.
 - Proficient in Cost Management and Cost-effectiveness at the branch to ensure profitability, also manage that the branch adheres to the Know Your Customer (KYC) and Anti Money Laundering (AML) norms at all times.
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EMPLOYMENT HISTORY (GCC COUNTRY - UAE)

Brand Catch LLC

Accountant

Mar 2024 to till date

- Posting journal entries to ensure all business transactions are recorded.
- Preparing invoices and updating accounts receivables and assisting senior accountant with ageing report.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Maintaining inventory records and coordinating with purchase team.
- Preparing monthly expenses reports with supporting bills.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist in the preparing profit & loss statements and balance sheet.
- Preparing VAT computation sheet and submitting to senior for review and VAT Filings.

Al Ansari Exchange LLC

Assistant Branch Manager

July 2023 to Jan 2024

- Supervised and monitored branch processes and ensured compliance to lay down operational policies, internal controls, branch opening and closing procedures, AML policies, and local/federal regulations.
- Reporting to Area Manager.
- Managed proper cash handling procedures are adhered upon by the cashiers and monitored optimum stock level of moving and non- moving currencies.
- Conducting monthly meetings
- Managed the entire branch operations and controlled the branch budget to certify expenditure is in line with the Annual Corporate Planning Process.

Shift-In-Charge

Nov 2022 to June May 2023

- Supervise, train, coach and control the new joiners and departments in Branch and issue necessary directions.
- Motivate cashiers to increase productivity and improve performance.

Foreign Currency Cashier

Nov 2021 to Oct 2022

- Handling foreign currency exchange transactions for customer.
- Identify opportunities to upsell other financial products and services to customers.
- Count and verify banknotes and foreign currency accurately.

Remittance Clerk

Mar 2021 to Nov 2021

Duties & Responsibilities:

- Provided the best service to customers, attend to customer inquiries, execute transaction request and ensured Accuracy of details were captured in the transaction voucher and signed by the customer.
- Manage, maintain, and expand branch customer base by building rapport and making a cordial relationship with key customers.
- Looked after proper authorization of high-value transactions with required supporting documents as per AML Policies, Cheques, pay-out transactions, and salary payments and company registration for smart pay customers.

UAE Exchange Centre LLC

Foreign Currency Cashier /Customer services Officer

May 2015 to Feb 2021

Duties & Responsibilities:

- Maintaining vault register and taking care of vault.
- Accepting foreign currencies and remittances transaction from the customer.
- Purchase and sale of foreign currencies.
- Doing funding and transfer cash to Head office-Forex division as per requirement.
- Having various kinds of allied products.
- Monitoring the rates and providing competitive rates to customer.
- Checking Forged \fake notes.
- Remitting money through Global Fund Transfer, Xpress Money, DT and Western union.
- Allocation of Salaries.
- Branch accounts.
- handling enquiries.

EMPLOYMENT HISTORY (HOME COUNTRY - INDIA)

Hawaladar & Associates Chartered Accountants

Junior Accountant

May 2010 to Oct 2014

Duties & Responsibilities:

- Provide accounting and clerical support to accounts department.
- Responsible for updating account records, bookkeeping, maintaining journals and general ledgers.
- Managing daily vouchers entry.
- Preparation of accounts payables and receivables.
- To calculate, prepare and issue bills, invoice, account statements and other financial statements according to established procedures.
- Maintaining Salaries of employees and Payment release.
- Maintaining of issue vouchers and receipt vouchers.
- Maintaining accounting documents files.

EDUCATION / CERTIFICATE (Attested with UAE Embassy)

- **Master of Business Administration (MBA)** from Azad College of Engineering and Technology (Jawaharlal Nehru Technological University - India).
- **Bachelor of Commerce (B.com)** from St. Paul's Degree College (Osmania University - India).
- **Intermediate** from Gowtham Junior College (Board of Intermediate - India).
- **Secondary School Certificate** from Gems High School (Board of Secondary - India).

COMPUTER / TECHNICAL SKILLS

- MS-Office (Word, Excel, PowerPoint) & PDF Editing Tool.
- Accounting Software Package (Tally)
- Extremely well versed with Internet and web world.

ACHIEVEMENTS

- Employee of the month and got position in top five employees for several times.
- Got the star award for doing the highest transaction in the region.
- Got appreciation on maintaining excellent adherence record.

PERSONAL DATA

Date of Birth	: 07 th April 1988	Nationality	: Indian
Place of Birth	: INDIA (Hyderabad)	Religion	: Islam
Gender	: Male	Languages	: English, Hindi, Urdu & Arabic(Basic)
Marital Status	: Married	Current Location	: Dubai, UAE

Declaration: I hereby declare that the information furnished above is correct to the best of my knowledge and belief.