

MUHAMMAD SALEEM



CONTACT

Address:

Near to Irani Mosque Mussaffa 37,
Abu Dhabi

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Visa Status: Employment

Date of Birth: 18th April, 1994

LANGUAGES

- ✓ English
- ✓ Urdu
- ✓ Hindko
- ✓ Arabic
- ✓ Pushto

SKILLS

- ✓ Effective interpersonal, communication & managerial skills
- ✓ Flexible to adjust in new environment.
- ✓ Dedicated & passionate.
- ✓ A team player & critical Thinker

INTERESTS

- ✓ Reading Newspaper
- ✓ Magazines, Articles, & Current Affairs
- ✓ Cricket
- ✓ Computer Games
- ✓ Exploring New Technologies

OBJECTIVE:

- ✓ To work in a renowned organization for sharing my professional skills for the betterment of the organization as well as my career development. A hard- working team player with demonstrated success in individual tasks as well. Dedicated, dependable and a natural leader with effective problem solving and communication skills.

FORMAL EDUCATION

2019	Masters of Business Administration (MBA) Abbottabad University of Science & Technology
2017	Bachelors of Business Administration (BBA Hons) Hazara University
2012	F.Sc (Pre-Engineering) BISE Abbottabad
2010	S.S.C. (Science) BISE Abbottabad

PROFESSIONAL EXPERIENCE

LARI EXCHANGE – Abu Dhabi UAE 07/2/2022-continue.

- ✓ Money Transfer Services
- ✓ Online Transfer
- ✓ Sales
- ✓ Inward Outward Remittance,
- ✓ WPS and Foreign Remittances and Funds Management.
- ✓ Government departments and banking transactions.

Principal Responsibilities and Accountabilities

- ✓ Adhere to the established policies, operating manuals, service quality standards and code of conduct to carry out the business –as-usual activities in branch with, high service quality and control process.
- ✓ Ensure to carry out the cash reconciliation and identify the cash difference by ensuring compliance to cash control procedures as well as the Central Bank requirements.
- ✓ Checking currency notes and denominations to ensure accurate delivery of cash to the customers.
- ✓ Apply due diligence in buying or selling foreign currencies on the best available rates to maximize the advantage dealing to us.
- ✓ To perform the financial transactions in a timely & accurate manner.
- ✓ Balance cash, cheques and currencies at the end of the shift and handover the same to the next shift staff
- ✓ Obtain, keep a track and finalize all formal documents representing the transactions.
- ✓ Maintain all transaction receipts and related supporting documents in accordance with the record retention policy of the organization.
- ✓ Result oriented individual with demonstrated skills to work under pressure as well in order to meet timelines. Implementing guidelines from CBUAE while performing the duties to meet.

- ✓ Perform administrative tasks such as filing, preparing reports and maintaining mail correspondence.
- ✓ Receive and pay out money in accordance with the procedures, accurately and efficiently by maintaining all cash in balance.
- ✓ Ensure to provide fast, excellent and error-free services to the customers in a professional way.
- ✓ Keep abreast of all services and products offered by the organization.
- ✓ Retrieve all required supporting documents related to the transaction executed as and when required and arrange for the same for as per the record retention policy of the company.
- ✓ Process transactions promptly, accurately and in compliance with AML (Anti Money Laundering), Risk and Fraud prevention guidelines set by the organization.
- ✓ Handle all customer complaints, find suitable solutions and escalate / follow up such complaints with concerned departments.
- ✓ Ensure that each customer receives outstanding services by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding service standards, solid product knowledge and all other aspects of customer services.
- ✓ Maintain effective and respectful relationships with colleagues, peers, and seniors to ensure teamwork.
- ✓ Maintain a high level of integrity and secrecy of the customers' data and the transactions.
- ✓ Ensure courteous, responsible and healthy relationships with existing and potential customers.

Occasional Responsibilities and Accountabilities

- ✓ Work closely with Lead Officer – Customer Services for any process improvements to enhance the efficiency & controls in the department.
- ✓ To be a back-up for branch Senior officer as and when required.

Pakistan Learning Post School System & College – ATD Pakistan Accountant (March 2016 - April, 2018)

Accountant:

- ✓ Payroll – Salaries payable to staff.
- ✓ Verifying, allocating, posting & reconciling accounts payable & receivable
- ✓ Document financial payment & received by entering account information.
- ✓ Preparing payments by verifying documents and requesting disbursement.
- ✓ Fee – collection of students' monthly, quarterly, or annual fees.
- ✓ Petty cash management
- ✓ Keeping documented record of all financial Transaction.