

## MOUZAM HUSSAIN

### Contact Information:

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### PROFILE SUMMARY

Highly skilled and detail-oriented Accounting Professional with over **13 years** of experience in managing financial operations, ensuring regulatory compliance, and driving business growth. Adept at using advanced accounting software and delivering precise financial reports. Proven ability to manage budgets, optimize costs, and lead teams to achieve organizational goals.

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### PROFESSIONAL EXPERIENCE

#### Brand Catch LLC, UAE

##### **Assistant Accountant | Mar2024 –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

#### AI Ansari Exchange LLC, UAE

##### **Assistant Branch Manager | July 2023 – Feb 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.
- Managed proper cash handling procedures are adhered upon by the cashiers and monitored optimum stock level of moving and non- moving currencies.
- Reporting to Area Manager.
- 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 – 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 – 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 – Nov 2021**

- 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, UAE

##### **Foreign Currency Cashier / Customer Services Officer | April 2015 – Feb 2021**

- 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.

#### Hawaladar & Associates Chartered Accountants, India

##### **Junior Accountant | May 2010 – Oct 2014**

- Provide accounting and clerical support to accounts department.
- Responsible for updating account records, bookkeeping, maintaining journals and general ledgers.
- Managing daily vouchers entry and accounting documents files.
- 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.

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#### EDUCATION

- **Master of Business Administration (MBA)** | Azad College of Engineering and Technology, Jawaharlal Nehru Technological University, India
- **Bachelor of Commerce (B. Com)** | St. Paul's Degree College, Osmania University, India

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#### SKILLS

- **Technical Skills:** MS Office (Word, Excel, PowerPoint), PDF Editing Tool, Tally
- **Languages:** English, Hindi, Urdu, Basic Arabic
- **Other Skills:** Financial analysis, budgeting, customer service, team leadership, regulatory compliance

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#### ACHIEVEMENTS

- Awarded Employee of the Month multiple times for outstanding performance.
- Received the Star Award for achieving the highest transaction volume in the region.
- Recognized for maintaining excellent adherence records and compliance with regulatory standards.

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#### PERSONAL INFORMATION

**Date of Birth:** 07th April 1988  
**Gender:** Male  
**Marital Status:** Married

**Religion:** Islam  
**Nationality:** Indian  
**Place of Birth:** Hyderabad, India