

CURRICULUM VITAE



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PERSONAL DATA

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| 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 |

OBJECTIVE

I am looking for a challenging position wherein I could be a productive and contributive member of the team or organization to utilize my 13 year of work experience in the field of Financial Services Industry.

During the above-mentioned period, I have shown high performance with sound knowledge of my field that led me to carry out duties as per the company's procedures.

PROFILE SUMMARY

- Master's in Business Administration with 13 years of experience in Branch Operations.
- Experience in Team Leadership, Business Excellence, Innovative & Communicative.
- Good experience in handling customers of different nationalities and providing satisfaction.
- Able to react quickly and effectively when dealing with challenging situations.
- Managing operations and overall functioning of the branch.
- 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.

EDUCATION (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)

SKILLS

- **Technical Skills:** MS-Office (Word, Excel, PowerPoint), PDF Editing Tool, Typing & Tally
- **Other Skills:** Financial Analysis, Customer Service, Decision making, Team Leadership & Compliance

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.

EXPERIENCE

Al 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 customers.
- 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, attended to customer inquiries, executed transaction requests 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 | May 2015 – Jan 2021

- Maintaining the vault register and taking care of the vault.
- Accepting foreign currencies and remittances transactions 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 customers.
- Checking Forged /fake notes.
- Remitting money through Global Fund Transfer, Xpress Money, DT and Western union.
- Allocation of Salaries.
- Posting entries in the ERP on Regular basis and Preparing checks for payments
- Branch accounts.
- Handling enquiries.

Hawaladar & Associates Chartered Accountants, India

Junior Accountant | May 2010 – Oct 2014

- Provide accounting and clerical support to the 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 issue vouchers and receipt vouchers.

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