

MOHAMMED HASHIR RAHMAN

ACCOUNTS & FINANCE/AML COMPLIANCE

Telephone: +971 568577681 • hashirrahman007@gmail.com • Sharjah, UAE

LinkedIn: www.linkedin.com/in/hashir-rahman-81b387240

Professional Summary

Detail-oriented and organized accountant with hands-on experience in AML Compliance and accounting. Experienced in performing general ledger reconciliations, managing accounts payable/receivable, and ensuring regulatory compliance. Proficient in QuickBooks, Xero, and SAP, with a strong ability to analyze financial data to assist in strategic decision-making. Looking to apply my skills in a dynamic Compliance/accounting role to contribute to financial management and reporting excellence.

Key Skills

- Bank Reconciliation
- Preparation/Processing of Payroll
- Verification of Petty Cash Expenses
- Posting of Journal Vouchers
- General Ledger Reconciliation
- Proficient in QuickBooks, Xero, SAP
- Advanced Excel (Pivot Tables, VLOOKUP, Macros)
- GAAP & IFRS Knowledge

Career History

Accounts and Finance Associate.

Al Fardan Exchange - Sole proprietorship LLC - Sharjah, UAE.

05/2024 - I currently work here.

- Recorded information on company systems and resolved transactions by checking remittances against financial records for accuracy.
- Coordinated workflows and delegated tasks for bill checking and posting.
- Post and process journal entries to ensure all business transactions are recorded.
- Collaborated with HR to effectively manage absence reporting, updating staff payments accordingly.
- Managed bank reconciliations and nominal reconciliations with accuracy and care, providing reliable ledger balancing.
- Reviewing and verification of expense records as assigned and passing expense entries monthly.
- Assists senior accountants in monthly and yearly closings.
- Booking of monthly provisions.

Branch Compliance officer
Al Fardan Exchange LLC - Abu Dhabi, UAE.

07/2020 - 05/2024

- Complete verification of all high value OPO/IPO/FCY transactions in line with CBUAE guidelines and as per our internal AML policy.
- Verification of Remittance Verification Forms (RVF) for OPO/IPO transactions & Foreign Currency purchase/sale-Enhanced Due Diligence (EDD) forms.
- Identifying suspicious cases based on due diligence conducted and file SAR/STR report if required and reporting the same to senior compliance officer/Compliance department.
- Responsible for transaction sanction screening, PEP related customer screening & KYC Screening.
- Assurance of branch staff AML trainings & Implementation of best AML practice.
- Acted as key compliance contact and officer for regulatory matters, answering queries promptly and politely. Stays up to date with the latest AML regulations, sanctions, and guidelines from regulator and ensure compliance with all applicable laws.
- Investigated and reported on suspected breaches of compliance laws, regulations and standards.
- Collaborated with internal auditors to ensure regular reviews of AML controls and systems. Report findings to senior management and regulatory authorities.

Teller
Al Fardan Exchange LLC- Abu Dhabi, UAE

04/2017 - 05/2024

- Processing of financial transactions (Swift wire transfers, TT and DD Cheques).
- Corporate customer onboarding for remittance and WPS services.
- Prepares monthly utilities expense (Branch expenses & Utility bills).
- Documentation and filing of daily, monthly, weekly reports.
- Identified and eliminated errors when balancing cash point transactions, teller cash dispensers and teller cash recyclers.
- Reconciled cash and cheques against computer records at end of shift.
- Verified amounts and endorsements on cheques and examined cash to prohibit acceptance of counterfeit bills.
- Assisted auditors in identifying information necessary to complete audit activities.

Education

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| ■ Bachelor of Commerce Bharathiar University - Abu Dhabi. | 03/2016-05/2019 |
| ■ HSC Indian Public High School - Ras Al Khaimah. | 03/2015 03/2016 |
| ■ SSC Al Noor Indian Islamic School. - Abu Dhabi. | 03/2012 - 03/2014 |
| ■ Master of Business Administration: Human Resources Management Buckinghamshire New University UK- Dubai. | 03/2021 - 07/2022 |
| ■ Association of chartered certified Accountants - Abu Dhabi. | 07/2024-Current |