



# IDREES AHMAD

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## ADDRESS

ABU DHABI UAE      Contact # **+971-545959486**      E-mail: [idreesbunery@gmail.com](mailto:idreesbunery@gmail.com)

## Career Objectives

7 years Cash/Finance/Operations/support related experience in Financial Industry with strong control & analytical abilities. Good in communication and possessing great interactive skills. I am business graduate, talented and ambitious and seeking placement in a dynamic organization to combine my intellect & skills with esteem organizational culture & technology to pursue a prosperous career. I am result oriented and believe in my professional work.

## Experience

Worked as a Junior Officer/Cashier in **Al Razouki International Exchange** from Dec 09/2022 Present

### **Responsibilities during job**

- Assisting customer money exchange. Remittances to other countries, send money, receive money, WPS, Demand draft and all permitted services.
- Collect / pay cash against transaction and voucher and ensure that every transaction is satisfactorily completed before a customer leaves the counter.
- Processing of the salary payout of all the WPS customers.
- Ensure that no fake bills/counterfeit money is receiving and reporting to branch head about any discrepancy in cash count or fake notes.
- Handling cash, Buying and selling of all the permitted currencies.
- Filling record keeping and preparation/tallying of daily transactions.
- Preparation and updating of customer profiles with full KYC details.
- Timely reporting of suspicious transaction to the compliance department.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipt and delivery are in order with business transactions.
- Complying AML policy and procedure and general policy and procedures.
- Build positive working relationship with customers.

Worked as a Cashier/Teller in **NBP Exchange Company** from Dec 02/2017 to SEP 20/2022

### **Responsibilities during job**

- Buying and selling of foreign currencies over the counter.
- Handling of cash receipt and payments.
- Receiving cash from the customer for the purpose of demand draft and telegraphic transfer.
- Maintain manual and computerized record of cash activity.
- Book keeping relating all daily transactions.

Worked as a **Assistant Accountant** in **Abdali School and College** from Sep 15/2014 to Nov 30/2017

### **Responsibilities during job**

- Prepare all Accounts related transactions and data entry.
- Prepare balance sheet, ledger, and income statement.
- Verify payments and deposits.
- Create daily reports for management and team members.
- Supports the accountant and completing basic bookkeeping.

### **CERTIFICATES:**

- Anti-Money Laundering and Combating Finance of Terrorism (AML/CFT)

### **PERSONAL SKILLS:**

- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint) and use of the Internet Net Working, Windows, Software Installation & Hardware
- Project management skills, Leadership Skills, Communication Skills, Self-Motivated
- Good Planning & organizing skills, Team Building Skills
- Strong decision maker
- Complex problem solver and service focused

### **Qualification**

<b>Degree</b>	<b>Year of Passing</b>	<b>Institution</b>
<b>MBA (Finance)</b>	2011	Qurtuba university of science and technology.
<b>B.A (Statistics, Economics)</b>	2008	University of Malakand
<b>HSSC (Statistics, Math's, Eco)</b>	2006	Govt Degree college Daggar Buner.

### **Other Information's**

<b><u>Date of Birth</u></b>	02-06-1986
<b><u>National Identity Card No.</u></b>	15101-3174.36-5
<b><u>Passport No</u></b>	VE1160362
<b><u>Religion</u></b>	Islam
<b><u>Languages:</u></b>	English, Urdu, Hindi, Pashto
<b><u>Marital status</u></b>	Married
<b><u>Visa Status</u></b>	Employment Visa (Exp. 01-02-2025)