

# SHABEER MOHAMED

@ shabeerm04@gmail.com    0567057471    Abu Dhabi, UAE



## EXPERIENCE

### Branch Incharge

#### Saad Exchange

June 2024 – present    Abu Dhabi, UAE

- Branch operations management • Business management
- Staff management • Front office management
- Cash management • Customer service
- Documentation and register management • Business data analysis
- Strict compliance of AML procedures • Corporate customer management
- Marketing activities • Remittance, Foreign Currency trade, WPS, Utility and value added services
- Liason with back office and all other departments
- Reconciliation of accounts and reports • Cross selling of company products and services

### Teller

#### AL FARDAN EXCHANGE

Dec 2018 – Dec 2020    Abu Dhabi, UAE

- Inbound and Outbound Remittance • Foreign Currency trade.
- VAT Payment, Value added services and Utility bill payments
- Strict compliances of AML rules • Customer service
- Cross selling company products • Cash management
- Reconciliation of reports • Marketing activities
- WPS services • Attend training related to AML CTF, Fraud detection, customer satisfaction
- Front office management • Documentation

### Branch Supervisor

#### Lulu International Exchange

January 2011 – June 2018    Abu Dhabi, UAE

- Branch operations management • Business management
- Business and Staff Management
- Front Office and Cash Flow Management
- Customer Support and Relationship Management
- Documentation Handling and Register Maintenance
- Marketing and Promotional Activities
- Remittance, Foreign Exchange, WPS, Utility Payments, and Value-Added Services
- Account Reconciliation and Report Preparation

### Retail Self Employed

#### She's Fashion Gallery

January 2021 – January 2024    Kerala, India

- Sales Management • Staff Management
- Inventory and pricing • Business data analysis
- Cash management • Customer service • Retail sales

## EDUCATION

### Master of Business Administration

#### Sikkim Manipal University

2013

### Bachelor of Business Administration

#### University of Calicut

2009

## SKILLS

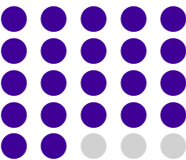
- Cash Management
- Customer Service
- Front office management
- Administration
- Numerical skills
- Documentation
- Communication
- Operations management
- Marketing
- Sales
- Staff management
- Foreign currency trade
- Remittance and WPS
- Banking
- Public Relations
- Inventory management
- Problem-solving
- Multilingual

## PERSONAL DETAILS

Date of Birth : 17/01/1986  
Visa Status : Visit Visa - Valid till 27/06/2024

## LANGUAGES

English  
Malayalam  
Hindi  
Tamil  
Arabic



## REFERENCES

### Raisal P A

@ Cluster Manager, Lulu International Exchange

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