

# IDREES AHMAD



## Contact

**Address:**

M32 Musaffah Abu Dhabi UAE

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+971545959486

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## Languages

English

Hindi

Urdu

Pashto

## Other information

**Date of Birt** 02/06/1986

**Passport No** VE1160362

**Religion** Islam

**Marital status** Married

**Visa Status** Employment visa  
**Exp-** 01-02-2025

## Summary

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.

## Skill Highlights

- Advance Computer Skills
- Strong decision maker
- Complex problem solver
- Service-focused
- Good communication skills
- Microsoft Excel, Word, PowerPoint
- Good working skills about financial softwares

## Experience

**Remittance Cashier/Teller-** 09/12/2022 to Present

**Al Razouki International Exchange,**

### 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 is 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.

## Cashier/Teller

**NBP Exchange company Ltd-** 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.

## Assistant Accountant

**Abdali School and College-** 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.

## • Education

- **Masters: MBA in Finance** - 2011
- Qurtuba University of science and information technology

## DECLARATION

I hereby declare that; all the above details are true and fair to the best of my knowledge. Certificate and reference will be presented and when required.

## Certifications

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