

# MOHAMED MURSHED

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## SUMMARY

Capable of working in fully computerized environment. Willing to learn new technologies and adding values to organisations. Proficient in using various accounting software and applications. Excellent managerial and business communicator with confidence.

## EXPERIENCE

**06/2024 to Current**

### **BRANCH INCHARGE**

**SAAD EXCHANGE - DUBAI, UAE**

- Managed day to day branch operations, including customer services, sales and risk management.
- Developed and implemented business plans and growth and increase market share.
- Led and managed a team of customer service representatives, cashier, and tellers.
- Ensured compliance and regulatory requirements and internal policies.
- Conducted regular audits and reviews to identify and mitigate risks.

**01/2022 to 06/2024**

### **BRANCH MONEY LAUNDERING OFFICER**

**SAAD EXCHANGE - DUBAI, UAE**

- Ensure implementation of AML policies and procedures at branch level.
- Guide the branch staff on AML related issues.
- Ensure on time data/documents (source of fund, bank statement , salary certificate , trade license ) collected from the customer.
- Proper retention the data and documents collected from the customer.
- Escalate ISTR to the compliance department in a timely manner.

**07/2019 to 01/2022**

### **TELLER**

**SAAD EXCHANGE - DUBAI, UAE**

- Executed customer transaction regarding cash, money orders and money exchange.
- Recorded amounts received and prepared reports of transaction.
- Proficient in exchanging foreign currency.
- Proficient in using computers and other office equipment.
- Trained new employees regarding money exchange procedures and report preparations.
- Performed all duties as assigned by supervisors.

**05/2017 to 02/2019**

### **ACCOUNTANT**

**SANGEETH PHOTOSTAT - KERALA, INDIA**

- Doing all type of administration work, book keeping and vouching.
- Day to day accounting transaction in Tally software.
- Assist in preparation of financial statement and balance sheet.
- Prepare monthly/weekly and other periodical financial report.
- Prepare monthly financial statement with profit & loss A/C.
- Correspondence with company's customers/suppliers through email & letter etc.

EDUCATION

2017	BACHELOR OF COMMERCE (COMPUTER APPLICATION) ASSABAH ARTS AND SCIENCE COLLEGE - MALAPURAM
2014	COMMERCE HSE BOARD, KERALA - THRISSUR

CERTIFICATIONS

- PG DIPLOMA IN BUSINESS ACCOUNTING AND MANAGEMENT (PGDBAM) FROM IPA KERALA
- MS-EXCEL AND WORD
- TALLY ERP 9
- SAP-BUSINESS ONE
- PEACHTREE AND QUICKBOOK ACCOUNTING SOFTWARE

SKILLS

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Leadership and management.</li><li>• Communication and interpersonal.</li><li>• Risk management and Analysis.</li><li>• Time management .</li></ul> | <ul style="list-style-type: none"><li>• Problem solving.</li><li>• Cash handling and transaction.</li><li>• Customer service and relationship building.</li><li>• Knowledge of AML regulation and laws.</li></ul> |
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LANGUAGES

Malayalam: First Language	
English: C2	Hindi: C1
<div><div></div><div></div><div></div><div></div><div></div><div></div></div> Proficient	<div><div></div><div></div><div></div><div></div><div></div><div></div></div> Advanced
Arabic: A2	Tamil: A2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div> Elementary	<div><div></div><div></div><div></div><div></div><div></div><div></div></div> Elementary

HOBBIES AND INTERESTS

- Playing
- Travel

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.