

KHALIQ UR RAHMAN

Teller/remittance clerk

Teller/remittance clerk, +971562290644 khaliqjan9847@gmail.com

Passport No: GB9152933, Visa Status: Cancelled

PROFILE SUMMARY

Results-driven Teller/Remittance Clerk with years of comprehensive experience in accounting, finance, and customer service. Expertise in managing diverse foreign currencies and a thorough understanding of financial regulations. Proven track record of efficiently managing high-volume transactions while delivering top-notch customer service. Possesses an MBA degree specializing in financial management and business policy development, demonstrating a commitment to excellence and organizational growth. Skilled in ensuring compliance and optimizing strategic resources to drive business success. Eager to leverage a dynamic skill set and extensive experience to advance professional goals and contribute to the strategic objectives of a progressive organization.

SKILLS

Financial Transactions
Foreign Currency Management
Problem Solving
Organizational Skills

Cash Handling
Regulatory Compliance
Team Collaboration
Communication Skills

Customer Service
Attention to Detail
Time Management
Adaptability

WORK EXPERIENCE

TELLER/REMITTANCE CLERK

08/2023 – 12/2024

Lulu International Exchange , Dubai, United Arab Emirates

- ❖ Conducting cash transactions including deposits, withdrawals, and remittances accurately and efficiently.
- ❖ Processing foreign currency transactions and ensuring compliance with currency exchange regulations.
- ❖ Providing excellent customer service by addressing customer inquiries and resolving issues promptly.
- ❖ Balancing cash drawer and ensuring all transactions are accounted for at the end of the day.
- ❖ Maintaining a working knowledge of banking products and services to effectively crosssell to customers.
- ❖ Adhering to all banking regulations and security measures to prevent fraud and ensure customer safety.
- ❖ Performing administrative duties such as filing, sorting, and maintaining transaction records.

TELLER/REMITTANCE CLERK

03/2022 - 06/2023

Federal Exchange , Abu Dhabi , United Arab Emirates

- ❖ Verifying customer identification and signatures for transactions, ensuring security and preventing fraud.
- ❖ Processing loan payments and issuing cashier's checks, money orders, and traveler's checks.
- ❖ Handling and resolving customer complaints in a professional and courteous manner.
- ❖ Ensuring that the banking facility is clean, secure, and well-maintained at all times.
- ❖ Assisting customers with account inquiries, providing information on account balances and transaction history.
- ❖ Promoting electronic banking services to customers to encourage self-service banking. .
- ❖ Collaborating with the branch manager on operational improvements and customer service enhancements.
- ❖ Participating in team meetings and contributing ideas to improve branch efficiency and customer satisfaction.
- ❖ Monitoring and maintaining ATM machines, ensuring they are operational and stocked with cash.

RELATIONSHIP MANAGER
United Bank LTD ,Mardan, Pakistan

12/2019 - 12/2021

- ❖ Participating in team meetings and contributing ideas to improve branch efficiency and customer satisfaction.
- ❖ Monitoring and maintaining ATM machines, ensuring they are operational and stocked with cash.
- ❖ Performing end-of-day procedures, including reconciling cash drawers and preparing daily transaction reports.
- ❖ Assisting customers with safe deposit box access and transactions. Handling confidential information with discretion and maintaining customer confidentiality.

EDUCATION

Master of Business Administration: Finance Hazara university Mansehra, Mansehra , Pakistan	12/2019
Bachelor of Business Administration(Finance) University of Swabi ,Swabi , Pakistan	09/2017

DIPLOMA/COURSES

DIPLOMA OF INFORMATION TECHNOLOGY Technical Board Peshawar , PAKISTAN	2018
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LANGUAGES

English, Hindi, Urdu , Pashto

LICENSE DETAIL

License Issue Country: UAE
License Issue Country: Light Vehicle
License No: 2827895
License Expiry: 18 Dec 2029

REFERENCE

Reference will be provided on demand.