



MUHAMMED ASLAM

ASST. BRANCH
SUPERVISOR / BCO / FLA /
CSE

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SUMMARY

I am a dedicated professional with a strong commitment to best practices and a customer-centric approach. My exceptional organizational skills enable me to manage tasks effectively, while my proficiency in communication allows me to engage seamlessly with diverse personalities. I am enthusiastic about the opportunity to join your team, leveraging my experience to foster positive relationships and drive success within your organization. I am eager to contribute meaningfully and make a positive impact.

EXPERIENCE

12/2020 - 12/2024

ASST. BRANCH SUPERVISOR / BCO / FLA / CSE

REDHA AL ANSARI EXCHANGE

Monitored daily telegraphic transfer rates to ensure timely and accurate customer communication while managing high-value transactions and executing Enhanced Due Diligence (EDD) in line with Central Bank guidelines.

Served as the Branch Compliance Officer, overseeing all transactions and proactively reporting to the Compliance Department.

Compiled and submitted daily activity and sales reports to senior management, enhancing performance transparency.

Ensured adherence to company policies and procedures across all assigned activities.

Leveraged 4 years in the financial industry and 2 years as an Assistant Branch Supervisor, along with 3+ years of experience in customer service and compliance.

Possess deep expertise in CBUAE, KYC, EDD, CDD, CTF, AML, PEP, EU List, Internal List, and OFAC regulations, reinforcing branch supervisory responsibilities.

Monitored telegraphic transfer rates, enhancing customer communication and satisfaction.

Managed high-value transactions with EDD, ensuring compliance and risk mitigation.

Served as Branch Compliance Officer, driving regulatory adherence and transparency.

Compiled daily reports for senior management, improving performance and decision-making

07/2018 - 10/2020

ACCOUNTANT AND WAREHOUSE MANAGER

POPULAR BOOKS AND OFFICE STATIONARY

Efficiently receive, inspect, and store incoming and outgoing products while ensuring precise inventory accuracy.

Streamline accounts payable and receivable functions through meticulous data entry and prompt invoice and payment processing.

Execute daily bank reconciliations to optimize financial accuracy and transparency.

Support the maintenance of the general ledger and preparation of journal entries with a strong attention to detail.

Contribute to smooth month-end and year-end closing processes, ensuring timely financial reporting.

Aid in the preparation of audit schedules and compliance reports to meet regulatory standards.

Engage in special projects to enhance operational efficiency and support organizational goals.

Streamlined order fulfillment by efficiently picking and packing shipments.

Maintained precise inventory records, enhancing product availability and accuracy.
Supported financial operations by processing invoices and reconciling accounts.
Contributed to compliance efforts by preparing audit schedules and reports.

06/2016 - 07/2018

SALES EXECUTIVE

PARVINS TRADING AGENCY

Conducting in-depth research to identify prospects and generate high-quality leads.
Building and managing a robust CRM database for tracking and nurturing customer relationships.
Consistently meeting and exceeding daily, weekly, and monthly sales targets.
Efficiently addressing customer inquiries, concerns, and complaints to enhance satisfaction.
Actively participating in sales team meetings to share insights and strategies.
Driving results by delivering an exceptional customer experience throughout the sales process.
Cultivating and nurturing strong clientele relationships to foster loyalty.
Acting as a brand ambassador within the community to build and sustain customer relationships.
Ensuring store visual standards are consistently upheld to enhance the shopping experience.
Fulfilling key-holder responsibilities, including store opening and closing and cash handling.
Delivered exceptional customer service, enhancing satisfaction and loyalty.
Maintained CRM systems to track and meet sales targets consistently.

EDUCATION

06/2017 - 03/2018

International Diploma in Computerized Accounting and Finance

INDIRA GANDHI NATIONAL UNIVERSITY

Diploma

Manage daily accounting functions, including accounts payable, accounts receivable, and general ledger entries.
Prepare monthly financial statements and assist in budgeting and forecasting processes.
Reconcile bank statements and balance sheet accounts.
Process payroll, ensuring timely and accurate payments to employees.
Assist with audits and prepare necessary documentation for external auditors.
Ensure compliance with accounting standards, tax regulations, and clinic policies.
Maintain accurate and up-to-date financial records.
Provide support for financial reporting, cost control, and financial analysis.
Collaborate with the Procurement department for accurate tracking of purchases, vendor payments, and inventory costs.
Partner with the Insurance department to ensure timely payment of premiums, claims processing, and compliance with insurance-related financial regulations.
Assist in streamlining processes and improving financial operations across departments.
Ensure proper allocation of costs related to procurement and insurance transactions.
Spearheaded daily accounting tasks, optimizing cash flow and financial health.
Delivered precise monthly financial statements, enhancing budgeting accuracy.
Streamlined payroll processes, ensuring timely employee compensation every cycle.
Achieved compliance excellence, elevating audit readiness and financial integrity.
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06/2015 - 03/2016

Diploma in Airline Management

STED COUNCIL

Diploma

Check-in and Tagging: Efficient processing of luggage through unique barcoding for tracking.

Sorting and Transport: Automated systems ensure accurate routing of baggage to respective aircraft.

Security Screening: Rigorous checks for compliance with safety standards.

Load and Unload: Expert handling using specialized equipment to secure luggage.

Claiming and Delivery: Streamlined retrieval processes with dedicated customer service for mishandled baggage.

Mastered efficient baggage handling to enhance passenger satisfaction.

Excelled in customer service, ensuring a seamless travel experience for all.

Streamlined airport operations, boosting safety and service quality.

Achieved top grades in Diploma in Airline Management, demonstrating expertise.

07/2013 - 03/2015

COMMERCE

KERALA HIGHER SECONDARY EDUCATION BOARD

HIGHER SECONDARY SCHOOL

Business Studies: Introduces fundamentals of business operations, management principles, organizational structure, entrepreneurship, business laws, marketing, and human resource management.

Developed sharp analytical skills, enabling data-driven decision-making.

Mastered business fundamentals, enhancing operational efficiency and strategy.

Excelled in finance and accounting principles, paving the way for lucrative careers.

Honed communication skills for impactful presentations and professional networking.

CERTIFICATES

SKILLS

Training and Development	Intermediate	Financial and Transaction Handling	Expert
Client Relationship Management	Expert	Customer Service	Expert
Technology Proficiency	Intermediate	Audit and Reporting	Advanced
Interpersonal Skills	Advanced	Risk Management	Intermediate
Adaptability and Multitasking	Advanced	Leadership and Management	Expert
Problem-Solving and Analytical	Advanced		

LANGUAGES

Arabic	Basic	Tamil	Fluent
English	Fluent	Malayalam	Native
Hindi	Fluent		