

OMER BIN AHMED BARABBA

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HOR AL ANZ, DUBAI



Objective

Detail-oriented and customer -focused Teller(Remittance officer) with a strong work ethic and excellent communication skills, seeking an opportunity to provide exceptional service and support to clients while contributing to the growth of a reputable financial institution.

Experience

QURESHI ENTERPRISES (WESTERN UNION MONEY TRANSFER AND CURRENCY EXCHANGE)

MAY 2022 - NOV 2024

REMITTANCE OFFICER

Process transactions: Input remittance transactions, prepare SWIFT messages, and monitor transaction processing

Maintain records: Ensure transactions are compliant, reconcile cash and checks, and maintain transaction records

Maintain billing systems: Ensure the billing system is up to date and generate invoices and account statements

Provide customer service: Ensure customers receive remittance receipts and provide quality customer service

Prepare reports: Prepare monthly MIS reports, branch reports, and market reports

Handle inquiries: Handle remittance-related inquiries from customers and internal staff

Perform clerical duties: File documents and perform other general administrative tasks.

Education

OSMANIA UNIVERSITY

B.COM

67%

BOARD OF INTERMEDIATE EDUCATION

INTERMEDIATE

55%

BOARD OF SECONDARY EDUCATION

SSC

70%

Skills

EFFECTIVE COMMUNICATION

BANKING AND CURRENCY EXCHANGE

EXCHANGE RATE QUOTES

CASH HANDLING

EXCELLENT CUSTOMER SERVICE

PROFICIENCY IN MICROSOFT OFFICE



Languages

ENGLISH

HINDI

URDU



STRENGTH

1. Ability to work accurately and pay attention to details.
2. Good communication and interpersonal skills.
3. Capable of grasping new concepts quickly.
4. Time management skills.
5. Proficient in delivering high quality result.



PASSPORT DETAILS

PASSPORT NO : T8375792

PASSPORT EXPIRY : 2029

PLACE OF ISSUE : HYDERABAD



DECLARATION

I hereby declare that the above information is true to the best of my knowledge.
(OMER BIN AHMED BARABBA)