



OBJECTIVE

TO JOIN A PRESTIGIOUS FINANCIAL INSTITUTE HAVING ITS OWN GOODWILL WHERE I WILL BE PROVIDED WITH THE COMPLETE OPPORTUNITIES TO EXPLORE MY TALENT ABILITIES FOR INITIATIVE AND FUTURE GROWTH.

WORK EXPERIENCE

SUPERVISOR

MARCH 2015 to JUNE 2024

AL RAZOUKI INTERNATIONAL EXCHANGE LLC (DUBAI)

- To provide the best possible customer service, responding to all client's promptly and courteously and in a friendly manner.
- To attend remittance and WPS customer complaints.
- To upload WPS files in WPS PRO and making invoice for payment.
- Daily cash and cheque handling including foreign payments.
- Dealing with corporate customers.
- To make NEFT, imps and RTGS bank transaction of the customer to all Indian banks using companies automated online software i-e casmax.
- To make money transfers globally by using different money products mainly western union, ria Transfast, prabhu money transfer, and instant cash worldwide.
- To complete day to day tasks and related administration in the bureau de exchange.
- To balance the tally daily and carry out rectification of errors if any occurs.
- To transact "buys" and "sells" of local and foreign currencies without supervision.
- To order currencies, keeping the bureau de change stock to the levels shown on casmax i-e the companies automated financial system.
- To deal correspondence and to ensure e-mail are sent to customers to gain currency orders.
- To adhere to all company policies as set out in the company's manuals, and to comply with all relevant legislation as instructed.
- To assist with general branch administration as and when required and to share in day to day branch duties.

ASIF BASHA SAHEB

Supervisor

Address

DUBAI

UNITED ARAB EMIRATES

Phone

+971507836771

Email

asifrad2118@gmail.com

SKILLS & ABILITIES

- GOOD COMMUNICATION SKILLS
- CASMAX
- TALLY
- MS EXCEL
- MS WORD
- GOOD TYPING SKILL
- LEADERSHIP SKILL
- MULTI-TASKING
- CUSTOMER RELATIONSHIP
- TEAM MANAGERMENT
- PROBLEM SOLVING

LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- URDU

PERSONAL

DOB: - 21/05/1987

MARITAL STATUS: - MARRIED

NATIONALITY: - INDIAN

PASSPORT NO: - S9789984

VISA : - VISIT VISA

ASIF BASHA SAHEB

SUPERVISOR

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PHONE

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EMAIL

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Experience of working with customers from different cultures and backgrounds.

- Well-spoken approachable, with great attention to detail & professional attitude.
- Respect AML rules policy and procedures of the company whether applicable by collecting the supporting documents from customers.
- Good knowledge in dealing forex.

ACCOUNTS OFFICER

JUNE 2009-MAY 2013

BLOCK RESOURCE CENTER (BANGALORE)

- Assist and co-ordinate with manager finance in preparing profit and loss statement and balance sheet and monthly closing and cost accounting reports
- Carrying out general ledger operations.
- Prepare bank payment, cash payment and cash receipt vouchers.
- Maintain account receivable and payable customer file.
- Prepare monthly receipt and payment report.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Follow up collection and assist sales department in recovery and collection efforts.
- Monitor customer account details for non-payment delayed payments and etc.
- Sort out incoming and outgoing post and answer any queries.
- Monitor accounts to ensure payments are up to date.
- Prepare bank reconciliation statement.
- Prepare and process account payable cheques.
- Prepare invoices and cheques requests.
- Set invoices up for payments.
- Manage petty cash.
- Process adjustments.
- Participate actively in organization-wide learning and other joint activities.
- Undertake any other lawful tasks as may be assigned by the supervisor.

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SUPERVISOR

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**EDUCATION****BACHELORS IN COMMERCE (YEAR 2008)****PRE DEGREE (DEPARTMENT OF PRE-UNIVERSITY
EDUCATION, BANGALORE, INDIA YEAR-2005)****CLASS 10TH (SSLC- KARNATAKA BOARD- YEAR 2003)**