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Satwa, UAE 000000

EDUCATION

Bachelor of Computer
Application, BCA
M.G University, Kerala, India

Higher secondary examination,
PLUS TWO
**Board of Higher Secondary
Examination**, Kerala, India

Secondary school leaving
certificates, S.S.L.C
**Central Board of Secondary
Education**, India

Certificate, AML
Go AKS KYC, Global
Association Of Certified KYC
October 2024

LANGUAGE SKILL

ENGLISH (Read ,Write ,Speak)

MALAYALAM (Read ,Write
,Speak)

Hindi (Read ,Write ,Speak)

NAJEEB MOHAMED

PROFESSIONAL SUMMARY

Possess committed approach, highest work standards, professionalism, integrity, and willingness to improve and take up challenges together with professional skills like comprehensive problem solving, good communication and computer proficiency.

SKILLS

- Cash Handling
- Foreign Currency Dealing
- Administration

WORK HISTORY

April 2022 - January 2025

Lulu International Exchange - Senior Dealer – Forex, Dubai

- Dealing activities including handling customer calls and input deals into the system.
- Coordinate export import activities.
- Coordinate dealing and CPC functions.
- Invoice preparation and Day End Report.
- Coordination with external and internal departments for smooth functioning of export import activities.
- Frequent market rate updating in the system.
- Customer ledger control.
- Keeping control on operating procedures and supporting documents.
- Prepare duty roster, petty cash control and stationery request.
- Prepare invoice and documentation process for import/export banknotes shipment activities.
- Settlement Line Limit monitoring.
- Assist in fund management.
- Follow up on discrepancy item reporting.
- Assist in Management Reporting.
- Input the client orders into the information system through data entry.
- Monitor vault activities for different shift duties.
- Assist in Central Bank audits as appropriate.
- Driving continual improvement within their department.
- Change control management.
- Any other job responsibilities allocated by the Head of Wholesale Banknotes.
- Adherence to company and departmental policies and procedures.

- Awareness and Knowledge of AMT & CFT and KYC requirements.
- Compliance with import and export regulations;
- Compliance with insurance regulations and requirements.

October 2019 - March 2022

Lulu International Exchange - Assistant Dealer – Forex, Dubai

- Execute deals with Banks and exchange houses internationally with pre-set margins
- Dealing Locally with Financial business entities like Banks, Exchange houses and other Whole sales.
- Estimate and mitigate currency rate fluctuation risks through hedging of major currencies using MT4.
- Quoting Rates according to Thomson Reuters Eikon Platform.
- Constant monitoring of currency market movement always
- Provide market information to branches on currency movement- in & out.
- Constant update of currency rates across branches basis currency market movement/volatility in alignment with treasury.
- Ensure efficient procurement of currencies at best rates through bargaining
- Check the currency requirement across branches and import currency basis demand and supply need based to overseas branches.
- Maintain healthy customer relationships through quick concern resolution, thus increasing customer base in the long run.
- Plan and cover the rate fluctuation of currencies through stock keeping.
- Monitor telex transfers against currency purchased (USD/AED)
- Issue letter to enable transfer basis customer confirmation of telex transfer amount.
- Reconciliation of all transactions.
- Update accounts team on funds required for effective operations
- Customer acquisition and retention initiatives.
- Registration of new customers and coordinate with Compliance team for further approval.
- Preparing daily reports.
- Answering customer queries and needs through Email and Phone calls.
- Proper documentation and maintaining of KYC documents for auditing purposes.

October 2016 - September 2019

Lulu International Exchange - Foreign Currency Cashier, Dubai

June 2013 - September 2016

Lulu International Exchange - Front Line Associate, Sharjah

TECHNICAL QUALIFICATION

- Go AKS Certified KYC Specialist
- Diploma in office Automation
- P.G Diploma in Interior and Architectural Designing

REFERENCES

Mr. Sanjay Beedu
DGM, Lulu International Exchange LLC, Dubai
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