



# Sameer Ahmed

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Deira, Dubai, United Arab Emirates.

## OBJECTIVE

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Diligent and resourceful professional with over 3 years of experience in financial institutions within UAE and also I have experience in IT Support and Administration Support, looking for a mid-level career post where I can use my strong influencing skills.

## EXPERIENCE

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Dec,2023

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Present

- **Compliance Executive**

MULTINET TRUST EXCHANGE

- \* Managed day to day compliance of the business by ensuring adherence to internal AML/CFT policies, procedures and regulatory requirements and best practices.

- \* Managed transactions monitoring for remittance and Forex and conduct investigations for any suspicious activity and escalate potential cases to Head of Compliance for further review and potential.

- \* Conduct KYC checks for client onboarding & performed EDD on high risk clients and ensuring strict adherence to KYC policies and procedures.
- \* Carried out periodic KYC reviews and maintained follow up communication.
- \* Performed CDD/EDD processes for corporate and individual customers.
- \* Maintained records for transactions vouchers and KYC documents.

- \* Supported the core Compliance team by providing appropriate data during regulatory/internal/external audits.

- \* Conducted investigation and data collection in response to core Compliance team queries regarding transactions.

- \* Prepared and updated compliance status and review reports for the core Compliance team.

Jul,2023

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Dec,2023

- **Assistant Branch Manager**

SAAD EXCHANGE (Fujairah Main Branch)

- \* Direct cash management operations to include daily cash administration and management of current accounts.

- \* Identify customers, validate and cash checks.

- \* Handling customer complaints and resolve issues that employees are not authorised to handle on their own.

- \* Ensure all staff extend due respect to customers.

- \* Balance currency, cash and cheques in cash drawer at end of the shift.

- \* Ensure the office premises/customer service area is clean and hygienic.

- \* Ensure availability of sufficient stationery and required foreign currencies with the branch have to arrange for replenishment according to requirement.

- \* Mark overtime/under time register promptly on daily basis and reconcile all end day transactions prior to leaving the branch to ensure all the cash receipts are in order with business transactions.

Mar,2022

-

Jun,2023

- **Cashiers/Teller**

SAAD EXCHANGE (KhorFakkan Br Shj)

- \* Provides excellent customer services in a friendly and helpful manners.
- \* Verify customer identification and collect all supporting documents for the transactions conducted.
- \* Respect and Comply with AML rules, policies and procedures of the company at all the time.
- \* Accurately handling cash transactions like remittance, foreign currency exchange and WPS and providing them with appropriate receipts.
- \* Purchase and sell of foreign currency.
- \* Working closely with other departments such as AML department, WPS department and other departments of the company to ensure accuracy and efficiency.
- \* Attend all telephone calls and resolve customers complaints independently, wherever possible and give information as required by the caller.
- \* Assisting in various administrative tasks, such as filing documents and maintaining records.

Dec,2015

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Jul,2019

- **IT Support Engineer**

BAHRIA UNIVERSITY (Pakistan)

- \* Provide L1 support to users.
- \* Installing and Configuring computer hardware and software, printers & scanners and Networks troubleshooting.
- \* Monitoring and Maintaining computer systems & Networks.
- \* Repairing & replacing equipment as necessary.
- \* Providing technical support across the campus.

Mar,2009

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Jul,2013

- **Office Assistant**

NADRA (Pakistan)

- \* Mrganise the space like creating established work zone for employee, maintenance of the office, coordinate with suppliers and resolve office related malfunction and respond to requests or issues.
- \* Keeping an inventory of office supplies and ordering new ones as necessitated.
- \* Handle all incoming & outgoing mail and shipments.
- \* Keep updated records, data entry and attending calls.

## EDUCATION

- **Bachelor of Science (Computer Science)**  
Bahria University (Pakistan)

## SKILLS

### Customer Services Skills

100%

### Time management skills

100%

### Ability to work in a team

100%

### Organizational Skill

100%

### Multitasking Skills

80%

### Leadership skills

80%

### Interpersonal Communication skills

80%

### Technology Skills

100%

## ACTIVITIES

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- Playing and watching sports, Internet browsing and Travelling.

## LANGUAGES

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- English
- Urdu
- Hindi
- Arabic (beginners)

## PERSONAL DETAILS

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- Date of Birth : 25/10/1989
- Nationality : Pakistani

## REFERENCE

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- **Umair Abbasi - Multinet Trust Exchange**  
Chief Compliance Officer  
compliance@multinettrust.com  
0508814957
- **Rizwan Khan - AJMS Global**  
Chief Business Officer  
rizwan.khan@ajmsglobal.com  
0504520243/0521754238

## EXTRA-CURRICULAR ACTIVITIES

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- **NATIONAL ACCOUNTABILITY BUREAU (Dec-2012)**  
Attending the seminar on role of media in combating corruption.
- **BAHRIA UNIVERSITY (Sep-2013)**  
Participating in Bahria University flood relief campaign.
- **BAHRIA UNIVERSITY (Apr-2014)**  
Participating in road safety seminar by IG Motorway Police.

## COURSES

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- **CAMS (Certified Anti-Money Laundering Specialist)**  
Successfully Attending & Completing CAMS Course (02 Mar, 2025 to 04 May, 2025) at Zabeel Institute Dubai.
- **Targeted Financial Sanctions Compliance Training**  
HAYFORD Integrated Training Institute Dubai (03 May, 2025)
- **AML & CFT Training**  
HAYFORD Integrated Training Institute Dubai (12 Apr, 2025)
- **Basic AML Training (FERG)**  
HAYFORD Integrated Training Institute Dubai (18 Jan, 2024)