

MUSAMMIL P M

BRANCH SUPERVISOR



CONTACT

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Dubai, UAE

EDUCATION

**Master of Business Administration
(MBA) in Finance.**

Bharathiar University, India -2018

**Bachelor of Commerce
(B.Com) in Finance.**

Dr. CV Raman University, India - 2015

CERTIFICATIONS

PGDCAM - 2016

- MS Office
- Tally ERP 9 , Peachtree and Quick Books
- Knowledge in SAP-Business One:Global Certificate Holder
- Knowledge in SAP-End user

LANGUAGE PROFICIENCY

- English
- Hindi
- Malayalam
- Tamil

SUMMARY

Dedicated and results-driven finance professional with **over 4 years** of experience in branch operations management, cash handling and customer service. Skilled in supervising teams, managing financial transactions and ensuring compliance with company policies and AML regulations. Known for strong problem-solving abilities, attention to detail and leadership skills. Seeking a challenging position in supervision or cashiering to leverage expertise in financial operations and contribute to organizational success with a focus on accuracy and efficiency.

PROFESSIONAL EXPERIENCE

Branch Supervisor

Redha Al Ansari Exchange, Dubai, UAE 2024-Present

ROLES AND RESPONSIBILITIES

- Oversee daily branch operations to ensure the smooth and efficient functioning of all activities
- Supervise, train and motivate branch staff to maintain high levels of performance and customer service.
- Manage petty cash process claims and verify financial documentation to ensure accuracy and compliance.
- Monitor and manage the processing of foreign currency exchanges, remittances, and other financial transactions.
- Reconcile and manage cash transactions, ensuring accuracy in cash handling and timely resolution of discrepancies.
- Handle customer inquiries, resolving issues or concerns promptly and professionally to ensure high customer satisfaction levels.
- Report suspicious transactions to management in compliance with AML regulations.
- Ensure the security of the branch by overseeing safety measures.
- Prepare and submit daily financial reports, including sales reports, cash balances, transaction summaries, and customer interactions
- Assist in hiring, onboarding, and training new employees, ensuring they understand branch procedures and company policies.

PERSONAL DETAIL

Visa Status : Residance Visa
Date Of Birth : 28-09-1993
Marital Status : Married
Religion : Muslim
Nationality : India

Teller

Redha Al Ansari Exchange, Dubai, UAE 2021-2024

ROLES AND RESPONSIBILITIES

- Processed financial transactions, including deposits, withdrawals, payments and foreign currency exchanges with accuracy.
- Remittance counter operation
- Handled cash transactions, ensuring correct change was provided to customers and maintaining proper cash flow
- Instant cash transfer and western union transfer
- WPS processing and salary payment
- Verified customer identity and transaction details to ensure compliance with internal policies and AML regulations.
- Maintained accurate transaction records and proper documentation for financial auditing and reporting purposes.

Accountant

Zam zam supermarket ,india 2018-2019

Audit assistant

VINEESH & ASSOCIATES, Chartered Accountants, india 2016-2017

ROLES AND RESPONSIBILITIES

- Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts.
- Experience in handling Tax Affairs and working knowledge in preparation & e-filing of Tax returns.
- Experience in Software- Tally and Office package.
- Review and verify invoices, vouchers and ledgers.
- Knowledge in modern accounting software and Training in Import Export Procedures.
- Good communication, quick learning and problem solving skills
Willing to work Individual as well as team oriented environment.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MUSAMMIL PATTAMBI MUHAMMED