

SHABEER MOHAMED

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EXPERIENCE

Branch Incharge

Saad Exchange

June 2024 – present Abu Dhabi, UAE

- Branch operations management • Business management
- Staff management • Front office management
- Cash management • Customer service
- Documentation and register management • Business data analysis
- Strict compliance of AML procedures • Corporate customer management
- Marketing activities • Remittance, Foreign Currency trade, WPS, Utility and value added services
- Liason with back office and all other departments
- Reconciliation of accounts and reports • Cross selling of company products and services

Teller

AL FARDAN EXCHANGE

Dec 2018 – Dec 2020 Abu Dhabi, UAE

- Inbound and Outbound Remittance • Foreign Currency trade.
- VAT Payment, Value added services and Utility bill payments
- Strict compliances of AML rules • Customer service
- Cross selling company products • Cash management
- Reconciliation of reports • Marketing activities
- WPS services • Attend training related to AML CTF, Fraud detection, customer satisfaction
- Front office management • Documentation

Branch Supervisor

Lulu International Exchange

January 2011 – June 2018 Abu Dhabi, UAE

- Branch operations management • Business management
- Business and Staff Management
- Front Office and Cash Flow Management
- Customer Support and Relationship Management
- Documentation Handling and Register Maintenance
- Marketing and Promotional Activities
- Remittance, Foreign Exchange, WPS, Utility Payments, and Value-Added Services
- Account Reconciliation and Report Preparation

Retail Self Employed

She's Fashion Gallery

January 2021 – January 2024 Kerala, India

- Sales Management • Staff Management
- Inventory and pricing • Business data analysis
- Cash management • Customer service • Retail sales

EDUCATION

Master of Business Administration

Sikkim Manipal University

2013

Bachelor of Business Administration

University of Calicut

2009

SKILLS

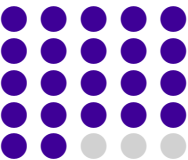
- Cash Management
- Customer Service
- Front office management
- Administration
- Numerical skills
- Documentation
- Communication
- Operations management
- Marketing
- Sales
- Staff management
- Foreign currency trade
- Remittance and WPS
- Banking
- Public Relations
- Inventory management
- Problem-solving
- Multilingual

PERSONAL DETAILS

Date of Birth : 17/01/1986
Visa Status : Visit Visa - Valid till 27/06/2024

LANGUAGES

English
Malayalam
Hindi
Tamil
Arabic



REFERENCES

Raisal P A

@ Cluster Manager, Lulu International Exchange

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