

ASIF BASHA SAHEB

Supervisor

Phone

- AddressDUBAIUNITED ARAB EMIRATES
- +971506790798
 Email
 - Email asifrad2118@gmail.com

SKILLS & ABILITIES

- Currency Exchange & Remittance Operations
- Team Leadership & Staff Supervision
- AML/KYC Compliance
- Excellent Communication & Typing Skills
- Casmax, Tally, MS Excel, MS WORD
- Customer Relationship Management
- Problem Solving & Multi-tasking
- Daily Reconciliation & Reporting

LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- URDU

PERSONAL

DOB: - 21/05/1987 MARITAL STATUS: - MARRIED NATIONALITY: - INDIAN PASSPORT NO: - S9789984 VISA: -VISIT VISA

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 INTIATIVE AND FUTURE GROWTH.

7

WORK EXPERIENCE

AL RAZOUKI INTERNATIONAL EXCHANGE LLC (DUBAI)

SUPERVISOR MARCH 2015 to JUNE 2024

- Delivered high-quality customer service to a diverse client base.
- Managed WPS and remittance services, including file uploads and invoice generation.
- Processed international remittances via Western Union, Ria, Transfast, Prabhu Money, and Instant Cash.
- Handled daily cash and cheque transactions including foreign currency payments.
- Executed bank transactions such as NEFT, IMPS, and RTGS through Casmax.
- Maintained accurate records using Casmax balancing daily tallies and resolving discrepancies.
- Monitored forex stock levels and placed currency orders as needed.
- Ensured AML compliance by collecting and verifying customer documentation.
- Assisted with branch administration and supervised dayto-day operational tasks.

BLOCK RESOURCE CENTER (BANGALORE)

ACCOUNTS OFFICER JUNE 2009-MAY 2013

- 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.

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SUPERVISOR ADDRESS DUBAI **UNITED ARAB EMIRATES** PHONE +971506790798

EMAIL

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- Follow up collection and assist sales department in
- recovery and collection efforts.
- Monitor customer account details for non-payment
- delayed payments etc.
- Sort out incoming and outgoing posts 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 request cheques.
- 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.

EDUCATION

Bachelor of Commerce (B. Com)

Kuvempu University – 2008

Pre-Degree (PUC)

Department of Pre-University Education,

Bangalore – 2005

SSLC (10th Standard)

Karnataka Secondary Education Examination Board – 2003