

NOUMAN ARSHAD



Contact

@ sardarnomi125143@gmail.com

📞 Employment no : 2219

📍 UAE : Abu Dhabi (0553317807)

PERSONAL DETAILS

Nationality : Pakistani

Driving : Light vehicle (3
Licence Number)

SKILLS

Team training, scheduling and performance monitoring. 100%

Branch operations oversight (opening/closing procedures, cash audits). 100%

Time management and multitasking in high-traffic environmens. 100%

Record keeping and documents accuracy. 100%

Implementing KYC standards. 100%

Cooperation with other companies department to ensure customer is getting high quality of service. 80%

ABOUT ME

Highly experienced and proactive Supervisor & Senior Teller with 3+ years of expertise in fast-paced foreign exchange environments. Proven leader skilled in managing teams, optimizing teller operations, and ensuring strict compliance (AML/KYC). Excels in high-volume cash handling, complex transaction processing, and delivering exceptional customer service. Committed to operational accuracy, security, and team development.

WORK EXPERIENCE

Redha Al Ansari exchnage (Dubai)

Branch Supervisor & Senior Teller

Supervised a team of 4 tellers, ensuring adherence to exchange policies, compliance (e.g., AML/KYC), security protocols, and cash

Managed daily workflow, scheduled staff, and delegated tasks to optimize efficiency during peak hours (e.g., salary dates, holidays, travel seasons).

Processed complex financial services including wire transfers, drafts, money orders, bill payments and Wps operations with 99%+ accuracy.

Managed large cash holdings , ensuring strict security, reconciliation, and audit readiness.

Applied in-depth knowledge of exchange rates, fees, and regulatory requirements.

Built strong customer relationships through expert advice on exchange services, identifying needs, and resolving inquiries

Ensured strict compliance with Anti-Money Laundering (AML), Counter-Terrorist Financing (CTF), and Know Your Customer (KYC) regulations.

Identified and reported suspicious transactions according to regulatory requirements.

Maintained meticulous transaction records for audits and regulatory reporting.

Implemented and monitored cash handling and security procedures, reducing discrepancies/risk exposure.

EDUCATION

Royal institute of technology - Rawalpindi

One year I.T diploma

International Islamic university - Islamabad

I.COM program (intermediate of commerce)

30-Aug-

2022 -

Till now

2021

2020

LANGUAGE

Urdu: Native

English: Fluent

Arabic: Work Context

Karlot Residential college - Islamabad

Matriculation

2018

COURSE

Professional user of internet, windows

Professional user of Microsoft office