

ZAIN UR REHMAN

Risk Officer

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PROFESSIONAL SUMMARY

With a decade of dedicated experience as a Risk Officer I specialize in comprehensive risk analysis, mitigation strategies, and compliance management. I excel in developing and implementing robust risk management frameworks that enhance organizational resilience and drive strategic decision-making. My collaborative approach fosters a culture of risk awareness and ensures adherence to regulatory standards.

WORK EXPERIENCE

Cashier
AL DAHAB EXCHANGE UAE
03/2023 – present
Abu Dhabi, United Arab Emirates

CashSupervisor

Al Dahab Exchange

- Manage all Remittance transactions.
- Handle Monthly And Annual Closings.
- Manage the Flow of Customers in Rush days.
- Audit Financial transactions and Documents
- Report on the Monthly Profit & Loss statements.
- Managing Foreign Currency on Daily & Monthly Basis.
- Western Union , Casmex , Cash Express & Transfast.

Counter Incharge & Cashier

Muhammadi Exchange Company

2021 – 2022
Gujranwala, Pakistan

- Explained Exchange Services, Financial Products, and Applicable Fees to Customers, ensuring clarity and transparency.
- Monthly Report & Coordination.
- Ability to Develop Strong Customer Relationships
- Managing Foreign Currency on Daily & Weekly Basis.
- Prepared Daily and Monthly Final Reports, focusing on precision and comprehensive analysis.

Front Line Associate

AA Exchange Company

2019 – 2021 | Gujranwala, Pakistan

- Helped Clints identify their financial service's needs. Perform necessary Research to Solve Problems & answer questions. Explain fee schedules, service charges, interest rates, policies and use of form & technical services and complying with disclosure requirements, regulations and Customer privacy policies.
- Open customer accounts for billing & FC challenges.

Cashier

Condis Hyper Market

07/2018 – 10/2018 | Rahwali, Pakistan

EDUCATION

Certification (IARCP)

Certified Risk & Compliance management professional

June -2025

Graduation

Punjab University, Lahore

2018 – 2020

FSc Engineering

Kips College Gujranwala

2016 – 2018

Matriculation

Mary Land High School

2016



SKILLS

Risk Assessment and Mitigation

Communication Skills

Compliance Audits

Cash Handling

Risk Communication



INTERESTS

Playing Cricket & Reading Books

STRENGTHS

- Work with positive attitude contribute the healthy functioning of the organization.
- Self Confident & Great Patience.
- Adaptability to change Environment.



LANGUAGES



English Urdu Hindi & Punjabi



ACHIEVEMENTS



Developed a risk management framework that reduced organizational risks by 30%



Implemented a comprehensive training program that increased risk awareness among staff by 40%