

HASSAN SHAHZAD

Accounting & Compliance Professional

Email: hassan.shahzad49400@gmail.com | **Phone:** +971 56 789 0263
LinkedIn: linkedin.com/in/sheikh-hassan-shahzad | **Location:** City Centre Deira, Dubai, UAE

PROFESSIONAL SUMMARY

Finance operations professional with over 6 years of experience in the UAE exchange industry, handling WPS payroll, cash reconciliation, AML compliance, and VAT-related transactions. Served as BMLRO with responsibility for monitoring financial activity and filing reports in line with Central Bank regulations. Strong background in financial documentation, reporting, and audit support. Eager to apply this experience in an entry-level accounting role. Available to join immediately.

SKILLS

- Accounts Payable & Supplier Reconciliation
- Cash Handling & Daily Till Balancing
- Wage Protection System (WPS) Management
- AML Compliance & BMLRO Reporting
- STR/SAR Filing (UAE Central Bank Standards)
- Financial Reporting & Documentation
- Internal Audit & Regulatory Support
- Microsoft Excel, Outlook, ERP Systems
- Multilingual Communication (English, Urdu, Hindi, Punjabi, Kashmiri)

EDUCATION

University of the Punjab

Bachelor of Science (BSc) in Computer Science (*In Progress*)

Expected Completion: Aug 2026

Govt. College, G.T. Road Jhelum

Jun 2013 – Sep 2015

Intermediate in Computer Science (A levels/High School Diploma- Grade 12)

WORK EXPERIENCE

Travelex Emirates Exchange LLC – Dubai Airport (DXB), UAE

Aug 2023 – Present

Financial Operations Executive

- Handle daily financial operations including foreign currency exchange and large-value cash transactions in a high-traffic, shift-based environment.
- Perform daily till balancing, cash reconciliation, and report preparation with zero variances.
- Familiar with digital document repositories such as SharePoint, supporting efficient document management and version control.
- Verify documents using ICP Smart Services; ensure KYC/AML adherence per UAE Central Bank standards.

- Deliver customer-focused services in a high-pressure airport environment, coordinating with stakeholders across departments and maintaining accurate records in line with SOPs.
- Collaborate with internal audit and compliance teams to maintain complete and accurate transaction documentation.

Al Rostamani International Exchange – Sharjah, UAE

May 2022 – May 2023

Finance & WPS Officer

- Managed Wage Protection System (WPS) salary disbursements for corporate clients, including data uploads, salary file processing, and coordination with banks.
- Processed VAT-related financial transactions, ensuring compliance with UAE VAT regulations in all customer and internal dealings.
- Handled forex incoming transactions, bank transfers, and ensured timely settlement and reporting.
- Conducted remittance services (cash-to-account, account transfers), maintaining high accuracy and customer satisfaction.
- Prepared and submitted daily financial reports; supported internal audits and regulatory checks by maintaining complete documentation.
- Maintained strict compliance with AML/KYC protocols and UAE Central Bank guidelines.
- Provided multilingual support to walk-in customers and ensured smooth front-office operations.

Joyalukkas Exchange – Ras al Khaimah, UAE

Jun 2019 – Apr 2022

Senior Finance Executive | BMLRO & WPS Incharge

- Served as Branch Money Laundering Reporting Officer (BMLRO), responsible for monitoring customer transactions, identifying suspicious activities, and filing STR/SAR reports in line with Central Bank of UAE AML/KYC guidelines.
- Managed end-to-end Wage Protection System (WPS) operations, including salary file uploads, corporate client handling, and coordination with banks and HR departments.
- Handled high-value cash transactions, foreign currency exchanges, and assisted with end-of-day cash reconciliation and reporting.
- Managed documentation processes for STR/SAR filings and AML reports, ensuring accurate tracking, archiving, and distribution to relevant stakeholders.
- Maintained detailed compliance and financial records in line with Central Bank and audit requirements; familiar with document version control and regulatory updates.

ADDITIONAL INFORMATION

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- **Languages:** Fluent in English, Punjabi, Kashmiri, Hindi, Urdu; Basic Arabic