



SKILLS

- MS Office (Excel, PPT, Word), Pivot Tables, Aconex, Casmex & Wallsoft
- Daily Operations & Performance Management
- Proficiency in identifying, evaluating, and prioritizing potential risks.
- Ability to develop plans to ensure the business can continue to operate during disruption
- Team Management
- Client Development
- Problem Solving
- Attention to Detail
- Proficient in Outlook
- Financial Risk Assessment
- Order Fulfillment Skills
- Multi-tasking
- DRS Preparation & Web Development

ZAIN UR REHMAN

WORK EXPERIENCE

PROFILE

Experienced Cashier & A Certified Risk Management professional with 6 years working professionally in Banking Sector and a university degree. Skilled at solving problems efficiently, handling live dashboards (Transaction monitoring, foreign currencies dealing, WPS, Risk Management, Profit & Loss Reports), managing daily operations, preparing daily schedules for juniors, and ensuring high performance. Proficient in MS Office, Google Docs, and G-Sheets. Eager to work beyond comfort zones and capable of handling remote tasks under challenging circumstances.

CONTACT

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(971) 501721287

LINKEDIN:
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Al Dahab Exchange (Abu Dhabi)

Cash Management Supervisor — March 2023 – Present

- Perform daily operations involving over **300+ transactions** through real-time monitoring via **Casmex**, **Western Union** & **Transfast**.
- Contributed to strategic management and business planning, integrating **risk management** processes with organizational goals.
- Led **training programs** focused on **quick problem-solving**, enhancing team responsiveness and efficiency.
- Executed **complex administrative tasks**, ensuring smooth operational workflow and compliance.
- Implemented **performance management systems**, providing regular feedback and support to improve team productivity.
- Developed and maintained **foreign currencies & Daily transactions** using **Cash Express** and **WU**, ensuring compliance with regulations and accuracy in transactions.
- Analyze financial data to assess **Risk exposure and impact**.
- Ensured Compliance with legislative requirements and internal policies, safeguarding organizational integrity.
- Conducted **safety and incident prevention training** for cashiers, fostering a culture of safety and responsibility.
- Managed the **end-to-end onboarding process** for new cashiers on platforms such as **Western Union**, **Cash-Express** and **Transfast**, including comprehensive orientation and platform-specific training.

EMAIL:
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Muhammadi Exchange Company (Gujranwala, Pakistan)
Front Line Associate & Cashier — July 2020 – July 2022

- Demonstrated high accuracy in cash balancing and transaction processing.
- Maintained attention to detail in all financial transactions and documentation.
- Adapted to changes in procedures and regulations effectively.
- Interpreted and communicated financial information clearly to customers.

AA Exchange Company (Gujranwala, Pakistan)
FC Cashier & FLA — Dec 2018 – July 2020

- Accepted and processed various financial instruments, including money orders, cashier's checks, and foreign currency.
- Identified customer needs through effective communication, providing tailored financial solutions.
- Ensured compliance with financial regulations while managing daily teller operations and cash handling

EDUCATION

- FSc Engineering, Board of Intermediate & Secondary Education (Attested)
- Bachelor's, Punjab University, Lahore, Pakistan

CERTIFICATIONS & SHORT COURSES

- Certified **Risk and Compliance Management** professional (IARCP) USA.
- Operational Knowledge in Windows & MS Office
- Computer Short Courses: IT Web Development & MS Office
- Valid UAE Driving License Manual

PERSONAL DETAILS

- Nationality: Pakistani
- National ID: 34104-1135487-7
- Emirates ID: 784-1999-2905077-3
- Passport: TC9154871
- Visa Status: Employment Visa
- Date of Birth: 02-10-1999
- Languages: English, Urdu, Hindi, Basic Arabic