

## Curriculum Vitae

**HAJI MOHAMED IBRAHIM**

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### Professional Summary

Motivated banking professional possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quickly processing transaction.

### Skills

- Cash handling expertise.
- Well knowledge about currency market.
- Multilingual in English, Hindi, Malayalam and Tamil
- Goal Oriented and people oriented.
- Has always been friendly, co-operative and work well under pressure.
- Pleasing manners and well disciplined.
- Willingness to learn new things and explore new fields.

### WORK HISTORY

**UAE Exchange Centre LLC, Dubai from June 2009 to Present**

**Role: Supervisor Cum Foreign Currency dealer.**

- Ensure highest level of customer service at the counter and assist the staff in day-to-day operations.
- Ensure Staff Compliance with policies and procedure as per company and AML requirements.
- Performing the Due Diligence on new and existing clients and verification of documents.
- Executed customer transaction regarding cash, cheque and money exchange
- Proficient in exchanging different type of currencies.
- Coordinating with Foreign Exchange department and quoting the rate for buying and selling.
- Floor management like maintaining optimum cashiers according to the business requirements.
- Cash management including LC&FC and looking after cash movement within and outside the premise, coordinating with cash funding to central bank daily basis.
- Coordinating with different departments like Cash processing centre, Foreign Exchange Department and Dealing department.
- Maintaining good rapport with competitor's business house and dealing with them for currencies.
- Conducting various types of cashiering training programs to fellow cashiers.
- Cash management including LC & FC
- Cross verifying the branch stock in terms of LC & FC with branch accountant and maintaining the optimum balance to minimize the risk
- Handling corporate clients for foreign currencies and High value transactions across the globe
- Ensure that all security aspects and office systems of the branch are intact
- Update the registers and other records daily and ensure proper maintenance of all register

**UAE Exchange Centre LLC, Dubai from 2006 to 2008**

**Role: Customer Service Officer.**

- Providing customers with a personalized, friendly and efficient teller service.
- Handle all types of remittances throughout the world, such as Telex Transfers, XM, and WU etc.
- Providing the best financial solutions in minimum time duration for customers.
- Promoting allied products through cross selling on the counter.
- Opening of bank accounts for customers in their respective countries.
- Coordinating with Liaison Office and financial institutions globally.
- Handling inquiries pertaining to transactions.

**Tee Yem Trading company India from 2002 to 2005**

**Role: Accountant**

- Managing daily payments and receipts
- Management of Monthly, Quarterly & Yearly reports
- Reconciliation with vendors
- Payroll and client management
- Coordinating with marketing & Sales team
- Maintaining books of accounts
- Working with teams to improve work Effectiveness

**AREA OF INTREST**

Financial Banking Sector

**EDUCATIONAL QUALIFICATION**

Bachelor of Computer Science- University of Madras- India in the year 1999

**COMPUTER SKILLS**

Operating System: Windows Basic, Internet  
Tools: MS Office, MS Access, Tally

**PERSONAL DETAILS**

DATE OF BIRTH; 16-05-1978.  
SEX: Male  
Marital Status: Married  
Nationality: India  
Language Proficiency: English. Hindi, Tamil, Malayalam

**CERTIFICATION**

I, Haji Mohamed Ibrahim, declare the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted

Yours Sincerely

**(HAJI MOHAMED IBRAHIM)**

