

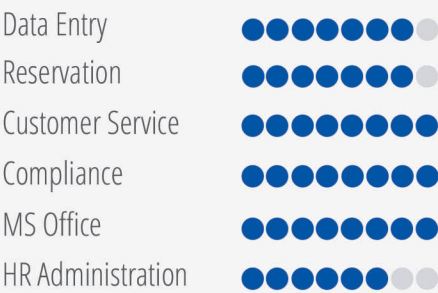


M. ABDUL MAAJIED  
Hr & Administration

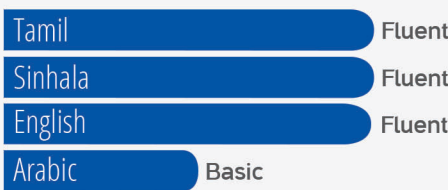
I am an industrious professional with over seven year's experience. A personality that thrives on new challenges and learning curves, I look forward to being employed in an environment conducive to growth and open to change.

- maajiedabdul@gmail.com
- +971 55 230 8763
- ae.linkedin.com/in/abdulmaajied
- Deira, Dubai
- Visa Status : Employment Visa

PROFICIENCY



LANGUAGES



EDUCATION

INSTITUTE OF PERSONAL MANAGEMENT

Currently I'm following a Degree in HR (PQHRM)

January 2013

INSTITUTE OF PERSONAL MANAGEMENT

Certificate Course in Human Resource Management  
Foundation Course in Human Resource Management

May - November – 2011

BRITISH INFORMATICS OF COMPUTER TECHNOLOGY (BICT)

Diploma in Hardware Engineering

17th Oct 2008

IDM COMPUTER STUDIES PVT LTD

BTEC – BDip.ICT – Diploma In ICT

27th March 2006

GENERAL CERTIFICATE EXAMINATION – GCE (ADVANCE LEVEL)

Specialized in Accounting

2006 – 2008

AAT ACCOUNTING QUALIFICATION

(Introductory Diploma in Accounting and Business) Level 2

2006 – 2008

GENERAL CERTIFICATE EXAMINATION

GCE (Ordinary Level)

2005



PROFESSIONAL EXPERIENCE

IT / CONTRACTING EXECUTIVE

Kurban Tours – DMC Arabia (Travel & Tour Company), UAE

April 2013 – To Date

Software & Hardware issues, maintenances on a regular period for the company computer systems. Maintenance and classification of Contracts & updating of HOTEL rates to a bespoke software system (TourPlan) which reflects on the online web page & full time online support being provided.

Reservations Agent (B2B&B2C)

Responds to communications from guests, travel agents, and referral networks concerning reservations arriving by mail, telephone, fax, or through a central reservation system. Creates and maintains reservation records- usually by date of arrival and alphabetical listing prepares letters of confirmation and promptly processes any cancellations and modification

Receptionist & Human Resource Assistant

Handling the front office with walk-in clients & suppliers solving all customer support to my fullest. Continuously have helped the management with the recruitment process of short listing candidates, final selection and other necessary related HR activity, stock intake of necessary daily stationary & distribution orderly.

AML INVESTIGATION OFFICER

HSBC PLC – Sri Lanka

October 2008 – April 2013

Analyzed enhanced client due diligence documentation as part of the HSBC Private Banking KYC process and in the carrying out of investigations of suspicious activity, covering three business regions (HSBC Middle East, HSBC UK, HSBC Colombo & Maldives).

Filing suspicious activity reports with the relevant Financial Intelligence Unit

Customer activity monitoring Program, designed to track unusual activity of clients which filters & submits unusual activity of customers. From which I have to cross check & make a report about the customer's legitimacy of funds & if the funds don't match the customers profile (Know Your Customer) I also have been assigned the task of audit - a first level investigator (Screening First Level - Which monitors suspicious activity) once have completed a report I audit the individuals work to deliver 100% quality.

Acting Assistant Manager, Operations

Managing a team; actively adhering to Compliance & procedures, being an excellent investigator in the field of AML, Train Staff according to business requirements, Maintain Quality Checks on a monthly schedule,

Managing the Team

Back Office Operations / Customer Service Executive (CSE)

2 years of experience in data entry & Customer service directly involving with customer complaints over the PHONE & Quarries.