

CURRICULUM VITAE

MD.KAREEMUDDIN
JEDDAH
SAUDI ARABIA.

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Objective:

To work in a progressive company which provide opportunities to work towards achieving company's goals as well as self-growth.

Educational Qualification:

MBA Finance
JNTU, Hyderabad, India.

Bachelor in Commerce
Kakatiya university, Warangal, Telangana, India.

WORK EXPERIENCE:

FEB 2012 TO PRESENT WORKING WITH AL AMOUDI EXCHANGE COMPANY JEDDAH, SAUDI ARABIA

2014 TO PRESENT AS A TELLER:

- Verify customers information through checking their Identifications and other required documents.
- Executes financial transactions in accordance with the company policies and procedures while maintaining an acceptable record in daily drawer balancing.
- Issuing Payment orders (Outward Remittance) world wide.
- Making of payment order's (Outward Remittance) for correspondent's banks in India, Pakistan, Sri Lanka, Nepal, Bangladesh, Philippine, Money Gram, Express Money.
- Receive (Inward Remittance) & making payment for Inward Remittance transactions.
- Balance currency in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators

- Follow all policies and guidelines carefully including internal security measures, legal aspects and regulations of the Saudi Arabian Monetary Agency to ensure the safety and security of customers and company's assets

2012 TO 2014 AS A Regional Operational officer:

PRINCIPLE ACCOUNTABILITIES:

- Processing transactions and transfer funds to customer Bank accounts. (India,Pakistan, Indonesia & Philippines)
- Check & confirm beneficiaries account details before processing.
- Amend transaction accordingly as request by the customer
- Approve & assist customer in refunding.
- Requesting monthly Bank Account statements from correspondent Banks.
- Involving with the Treassury,Reconciliation and accounts Department for transaction's related queries.
- Coordinating with Treassury heads and requesting them for Required USD funds for keeping sufficient rupee balance in rupees account
- After Fund transfer following up with correspondent banks for arrange to credit the USD funds to USD account
- Strongly coordinate and maintain relationship with all correspondence banks & exchange remitters concerning

WORKED WITH ELAF ADVANCE METAL FACTORY AS AN ACCOUNTANT IN JEDDAH, SAUDI ARABIA.

PRINCIPLE ACCOUNTABILITIES:

- Expenses verification,
- Manage financial affairs of the company
- Maintain accounting records
- DRS(Daily Revenue Statement) verification,
- Petty cash.
- Core Staff Salaries and Supporting Staff Salaries

WORKED WITH ACUMEN CAPITAL MARKET INDIA LTD AND JRG SECURITIES LTD AS AN EQUITY,COMMODITY & CURRENCY DEALER.

PRINCIPLE ACCOUNTABILITIES:

- ✓ Taking care of all Dealing room activities like punching of Orders, in Equity (NATIONAL STOCK EXCHANGE & BOMBAY STOCK EXCHANGE), punching of orders F&O in NSE.
- ✓ Supervising back office operations like Pay-in & Pay-out of securities and funds through NSDL DP secure software and “JRG SECURITIES LTD” back office software.
- ✓ The important one is giving investment advices to the clients, resolve investor related quires & maintaining good relationship with them.

Professional Qualification:

- NSE’s certification In Financial Market-Beginners’ Module from NSEIL.
- NSE’s certification In Capital Market (Dealers) Module from NSEIL.
- NSE’s certification In Derivatives Market (Dealers) Module from NSEIL.

Technical Qualification :

- SAP : FI/CO
- Accounting Packages : Tally,Focus,Peachtree Accounting
- Office Tools : MS Office

Achievement:

- Attended Anti Money Laundering Training Progrmme Organised by Saudi Arabian Monetary Agency.
- Actively participated in one day work shop on **Entrepreneurship**
- Won first prize in Paper presentation conducted by BITS College, JNTU

Project Details:

Topic : **Portfolio Management**

Organization : SHAREKHAN SECURITIES

Duration : 45days

Strength & Capabilities :

- 1.Adapting to changing circumstances,
- 2.Willingness to Learn and ability to work in team
- 3.Self motivate as well as motivate to others
- 4.Capable of completing assigned task with in the time period
5. Assessing the needs and preferences of customers

PERSONAL PROFILE

Father's Name : MD.IKRAMUDDIN
Date of birth : 05-08-1988
Gender : Male
Marital Status : Married
Languages know : English,Arbic,Urdu, Telugu & Hindi
Iqama Status : Transferable
Iqama Profession : General Accountant
Address : Jeddah, Saudiarabia.

Declaration :

I here by declare that the information furnished above is true to the best of my knowledge.

Place:

MAKKAH.

(Kareemuddin)

