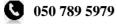
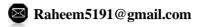


ABDUL RAHIM







International city, Dubai

CAREER OBJECTIVES

A career with a progressive organization that will use my education, skills, abilities and experience, where I can effectively contribute to the organization operation and business development in any way that best, matches my skills and experience.

PERSONAL STRENGTH

Dynamic and flexible personality with effective Communication, fluency in English and Interpersonal skills are being made me confident always. Excellent co-ordination and presentation skills, Team player are the other advantages. Good knowledge about professional accounting, numerical skills, Office Administration, Responsible for meeting potential customers so as to win new business/ clients, maintaining good relationships with existing customers and gaining repeat business wherever possible

WORK EXPERIENCE

SHIFT IN-CHARGE, AL ANSARI EXCHANGE Dubai. September 2017 – present

andoutbound currency shipments.

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Freedom
	To perform duties and responsibilities of the branch manager and assistance branch managerduring their absence.
	Assist the branch manager in formulating and implementing tactics to counter competition and topromote business through marketing activities.
	Monitor rate on available online tools and forecast currency rates to avoid possible losses, decide the rate to update in the rate board to attract new customers and retain existing customers while ensuring maximum profitability and protecting customer rights.
	Process daily client transaction, including deposit, withdrawals, utility payments, money exchange and money transfer.
	Resolve customer complaints independently, wherever possible and follow up for resolution of such complaints.
	Formulate business according to the market situation and available market information.
	Ensure the branch is fully compliant with compliance and AML rules, Policies and procedures of the company at all the times as per CBUAE and support compliance, AML department and Auditdepartment for any requirements in line with the documentation.
	Opening account for individual and corporate customers, perform KYC procedures, input andmaintenance of client data in the system and ensure the corporate registration booklets for companies are maintained with updated documents.
	Monitor the staff that they are strictly following KYC rules while conducting the transactions and coordinate to arrange the updated KYC documents for both and corporate customers.
	Provide adequate and necessary information whenever required by various departments.

Reconcile cash drawers at the end of the shift maintained 100% accuracy of daily inbound

	other illegal activity taking place and investigating suspicious transaction for potential fraud or criminalactivity.
SALES EXE Dubai, 2015 -	CUTIVE, SHARAF DG 2017
	Greet customers and create rapport.
	Provide fast, excellent and error free service to customers in a professional way while complying with SGOT standards.
	Communicating with customers, making outbound calls to potential customers, and following upon leads.
	Understanding customers' needs and identifying sales opportunities. Keeping up with products and service information and updates.
	Creating and maintaining a database of current and potential customers. Explaining and demonstrating features of products and services.
	Promote and cross sell new products and services introduced by the company among customers. Uphold standards of self-motivation, time management and productivity, and maintain a workspace that is clean, organized and professional.
	Ensure that stores and shelves are stocked with the right type and quantities of products and monitorstore inventory based on sales and intake,
PROFESSION	NAL SKILLS
	Excellent communication and interpersonal
	skills. Technical skills and team coordination. Quick learner.
	Ability to work efficiently under pressure, meet deadlines; adapt to a fast paced and multicultural environment.
	Ability to create maintain effective business relationship with customers.
	Hard working, perseverance in work related problems, punctual,
	enthusiastic. Leadership and integrity
PROFESSION	NAL CERTIFICATES & ACHIVEMENTS
	Certificates in advanced anti-money laundering. O Al Ansari Exchange, 2018 - 2022
	Fikrati award for nominating the best idea. o Al Ansari Exchange - 2018
	Employee of the month (Best performer). O Al Ansari Exchange - Consistently (from 2019)

ACADEMIC QUALIFICATION				
☐ Bachelor Of Commerce - University of Calicut- India Major in finance and tax				
COMPUTER PROFICIENCY				
☐ DIFFA (Diploma in Indian & Foreign Financial Accounting)				
☐ Tally ERP 9				
☐ Peachtree & Quick books				
✓ MS Office✓ POS & Western Union				
☐ Arabic typing				
PERSONAL DETAILS				
Name	: Abdul Rahim			
Nationality	: Indian			
Marital Status	: Married			
Languages known	: English, Malayalam, Hindi, Tamil, Arabic (Read and write).			
Driving License	: Yes (Automatic)			
Visa status	: Employment visa			
Passport number	: M3015433 (Exp : 20-10-2024)			
DECLARATION				
I hereby declared that all the above given details are true in the best of my knowledge.				
Abdul Rahim				

Place: Dubai