



# MUHAMMAD TAUSEEF RASHEED

## My Contact

✉ tousif.rashid@gmail.com

☎ +971-566473458

📍 MUHAISNAH Sonapur Dubai, U.A.E.

## TECHNICAL SKILLS

- I have extensive experience with word processing packages, databases and spreadsheets. (Ms. Office)
- Well familiar with accessing the internet
- Extensive Experience of TEMENOS-24 banking software
- Any other special assignment assigned as and when required

## Education Background

- Secondary School Certificate (B.I.S.E Mirpur)
- Higher Secondary School Certificate (B.I.S.E Mirpur)
- Bachelor of Science (AJK University)

## Achievements

### NEBOSH IGC UK

- Health and safety management
- Applied principles of disaster management
- Disaster management with emergency response principles
- Applied principles of safety management system
- Applied principles of workplace safety compliance
- BBSM -behavioral based safety management
- MOC-Management of change in process safety

## About Me

Ambitious Administrative Assistant with strong writing, communication and customer service skills, seeking to take next career step with an organization offering opportunities for professional advancement. Formal training in business administration with comprehensive experience in using MS Office to achieve day-to-day business goals and optimize workflows. Success in developing efficient business processes to streamline workflow and enhance organizational performance

## Professional Experience

Assistant supervisor Operations | Transguard Group LLC DUBAI  
*Present*

- Key responsibilities:
- Coordination with crews and customers as per operational requirements.
- Managing meetings and assembly with crews to update them according to the SOP of organization.

Emirates NBD | Tanfeeth certificate. 2017-2018

Key responsibilities:

- Working with ENBD/Tanfeeth Central ATM/CDM Reconciliation Department.
- Reconciling the ATM/CDM Machines on Daily Basis.
- Checking the ATM/CDM Customers Disputes for Withdrawal/Deposit of Cash.

ATM Vault IN charge 2012-2015

Worked as assistant supervisor in TG HQ in ATM Vault as a vault in charge Job Roll and responsibilities

- Key responsibilities:
- On the completion of operation tally every vault held items and report to supervisor.
- Preparing EOD Reports for Management on daily basis.

(Dubai Islamic Bank )(National Bank of Abu Dhabi)(Mashreq Bank)(RAK Bank)

❖ RECONCILIATION OF ATM/CDM ,DATA ENTRY OF ALL RELATED WORL.