MOHAMMED BIN HASAN

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ABU DHABI, UAE 939

PROFESSIONAL SUMMARY

A well-presented efficient and trustworthy individual with over 10 years' of experience in a busy banking environment, holding a solid banking experience in RETAIL AND CASH HANLDING DEPARTMENT. Responsible for all the banking operations including Cash management System, ICCS Dept, Trade Finance Dept, Retail Banking, and Personal Banking.

PROFESSIONAL SKILLS

- Thorough knowledge about the banking regulations, acts and guidelines.
- Proficient with the nature, procedures and functioning of a banking system.
- Excellent communication and customer service skills.
- Banking product knowledge
- Superior multitasking skills with the ability to manage crisis situations.
- Ability to work quickly and accurately.
- A team player and work well with others.
- IT SKILLS :-
- Diploma in Computer Application: Ms-Office (Ms-word, Excel, PowerPoint) NIT.
- Diploma in Accounting Packages Indian (Tally, Wings, Focus) NIT.
- Typing Accuracy of 50 w.p.m with an Accuracy of Minimum 98%.

EXPERIENCE

10/2015 - Current

SENIOR BANK TELLER

ABUDHABI COMMERCIAL BANK (ADCB) | ABU DHABI, UAE

- To perform the daily customer's cash counter transactions in line with the agreed service standards while ensuring they are error free and that the required control measures are maintained to minimize operational risk and maintain customer satisfaction
- Perform all cash-counter transactions accurately as requested by customers within the set target time and in line with the bank's policies and procedures in order to ensure the provision of prompt and professional services
- Perform all back office operations activities in line with the bank requirements and standards and report Potential problems to mitigate any risks
- To provide support as needed and fulfil customer requests and provide updates on day-to- day activities and obtain approvals from line manager.

09/2011 - 09/2015

CUSTOMER RELATIONSHIP OFFICER

BANK OF BARODA | ABU DHABI, UAE

- TELLER COUNTER :- Responsible for providing exceptional customer service including efficient and accurate transaction processing , Ensure the correct receipt / payment of cash and accurately credit /debit the customer's account and acknowledge the receipt to the customers
- WPS DEPARTMENT , Executing the WPS services exactly in line with the regulations issued by UAE Central Bank and Ministry of Labor from time to time
- Creating WPS files, validating and uploading files in Raqmiyat Central Bank Portal and Reconcile the total WPS files, volume with the system and making final entry
- ICCS Dept- Inward and Outward Cheque Clearing Department, Control of inward clearing transactions received from Central Bank, and uploading files, Inward Returns and Outward.
- Opening of Import and Export LC, TR Disbursement and
- Settlement, Lodging Foreign and Local Bills, Payment of Bills, Local Cheque Discounting (Lodging and Realization), Discrepancy and Guarantees
- Returns at the end of the day making the final settlement of clearing

CERTIFICATIONS

- Tamayuz Award(s) received in 2018.
- Ambition University and IGNITE Program - Batch 3 - AUH 80 Hour(s)
- SHINE - Specialized Transaction Services Program - Batch 6 - UAE
- Trained for ANTI MONEY LAUNDERING (AML) Sharjah- UAE.
- Attended various training sessions for ICCS, WPS,KYC, AML, and other Products & Services from Zonal office, Bank of Baroda Dubai UAE.

INTERESTS

- Travel.
- Volunteering, community service or charity work.
- Cooking.

HOBBIES

- Playing Chess, Listening to Music.
- Work out@ GYM, and Swimming.

SWIMMING, GYM AND TRAVELLING

- I love to travel because it's not only the ultimate adventure but it also exposes you to new types of people, different ways of living, and opens up your mind.

ADDITIONAL INFORMATION

- DECLARATION I hereby declare that all the above information furnished is true to the best of my knowledge.

- SWIT TRANSFER DEPT:- Processing outward SWIFT payments/messages, receive in hard copy of the SWIFT payments/messages from various customers or exchange houses
- Checking of AML FORM (Anti money laundering)
- Monitor the operations and transactions of banks, carry out the transactions related to Banks' and provide any other service as directed to support the overall banking operations of the Branch
- Reporting to the Branch Manager.

06/2008 - 08/2011
Senior Executive
ASIA EXCHANGE CENTRE | ABU DHABI, UAE

- Trading in all major and cross currencies such as, GBP/USD, EUR/USD, USD/JPY, USD/CHF, USD/CAD, AUD/USD & NZD/USD.
- Preparation of Western Union Product, Instant Cash, Turbo Cash, Money Gram, Express Money on daily wise.
- Checking of AML FORM (Anti money laundering), TT\ DD Settlement.
- Handling and Controlling the Branch in the absence of Branch Manager and Report to Branch manager.

EDUCATION

2006
Osmania University | Hyderabad, India
Bachelor in Accounts: Accounts

- [Degree] Graduate in Accounts

2003
Osmania University | Hyderabad, India
Certificate of Higher Education: Accounts

- [Intermediary] Graduate in Accounts

2001
Osmania University | Hyderabad, India
Secondary School Certificate : Accounts

- [SSC] Graduate in Accounts

LANGUAGES

English: First Language

Urdu: C2
Proficient

Arabic: B1
Intermediate