



## MOHAMED RIZWAN MAHROOF



### CONTACT

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BUILDING NO 26 AL MANHAL  
KHALIDIYAH ABU DHABI-UAE

LinkedIn Profile

<https://www.linkedin.com/in/moham>

rizwan-mahroof-99862950 VISA

STATUS - Visit Visa



### OBJECTIVE

To achieve a challenging and responsible career in an environment where opportunity exists for career mobility and perpetual growth Strengths A clear thinker, goal oriented. A good communicator at senior level, capable in handling multiple tasks assigned, recognized by superiors and co-workers as co-operative, hard working and reliable.



### EXPERIENCE

#### EMIRATES NBD BANK PJSC UAE

31/01/2010 - 02/07/2020

TELLER

- Process all transactions such as **Cash Deposits/withdrawals, Telegraphic transfers, Demand Drafts, Managers Cheques, Special Clearing (Inward & Outward), Etc.** to meet procedural and control standards. Follows established rules, procedures and regulations and checks work for **completeness and accuracy**.
- Perform all control routines accurately at prescribed times to enable the Bank to monitor physical and account positions.
- Recognizes the **importance of the customer**. Takes ownership to the same. Respond courteously and effectively to customer's problems, escalating those beyond the role limits to the superiors.
- Promote products and services and make customer referrals in order to contribute to unit sales. Understands the basic features of the products and services. Able to apply this awareness in day-to-day work within prescribed guidelines.
- Thorough knowledge in **ICCS, Track soft** maker/checker users for **Telegraphic Transfers**. Efficient & accurate in related applications, follow-ups & problem-solving technical issues.

#### UAEXCHANGE CENTRE LLC ABU DHABI-UAE

01/02/2009 - 30/01/2010

ASSISTANT BRANCH HEAD

Overall Handling branch manager functions in absent of BM including overall monitoring in the capacity of Senior Supervisor and Head Cashier/Teller perform, and branch opening closing proses including Safe custodian & branch keys



### LANGUAGE

ENGLISH

ARABIC

TAMIL

SINHALA

HINDI

MALAYALAM



### ACHIEVEMENTS & AWARDS

ROLE BASED TRAINING  
CERTIFICATE EMIRATES NBD BANK  
PJSC DUBAI GLOBAL TRAINING  
CENTRE FINACLE AND Infosys  
SYSTEM Attended in Training  
Session for Bank Teller Operations,  
Banking System Finacle, Anti  
Money Laundering, Retail Banking  
Products, and Selling & Cross  
Selling at Global Training Centre,  
Abu Dhabi and Dubai - UAE

4 GEM AWARDS FOR BEST  
PERFORMER FOR THE YEAR OF  
2016/2017/2018/2019 EMIRATES  
NBD BANK PJSC UAE

UAE XCHANGE CENTRE LLC ABU  
DHABI XCQ & EM TRAINING  
PARTICIPATION CERTIFICATE ABU  
DHABI & DUBAI



### REFERENCE

Mr. LAURENT HATHEM -  
"EMIRATES NBD BANK PJSC UAE "  
BRANCH OPERATIONS MANAGER  
laurentHathem@emiratesnbd.com  
00971507806353

Mr MOHAMED FASIL - "EMIRATES  
NBD BANK PJSC ABU DHABI BR"  
HEAD TELLER  
Mohamedfasil@emiratesnbd.com  
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## UAEXCHANGE CENTRE LLC ABU DHABI-UAE

03/02/2006 - 02/02/2009

### BRANCH COMPLIANCE & AML OFFICER

- *verified daily customer-registrations, looking for suspicious transactions,*
- *filing of the transactions as well as assisting with internal and external auditors.*
- *Respond to HO and Branches' AML enquiries in a timely manner. Took part in Compliance Officer Meetings to discuss compliance-related issues and challenges facing the Company. Also attended an Anti-Money-Laundering workshop conducted by a leading specialist in the field, with extensive experience in India and the UAE. Execution and implementation of the regulations issued by the Central Bank of the UAE and our in-house anti-money laundering policy and procedures. Went to visit our Corporate clients periodically, as part of company AML policies. Monitoring transactions of the branch on a daily basis for any unusual, structured, suspicious and blacklisted ones and reporting the same to the Chief Compliance Officer at the Head Office. Investigate suspicious transactions and file STRs as required. Attend training sessions to keep abreast with regulation changes and company policies. Assist in managing, driving and supporting the initiative of AML systems. Educating the staff in the branch on AML Combat Terrorist Financing (CTF) and Know Your Customer (KYC) policy and procedures. Safe keeping of all related documents of the branch. Archiving of all related files and retrieving them from the archives on demand, for the preceding ten years.*

## UAEXCHANGE CENTRE LLC ABU DHABI-UAE

01/10/2005 - 02/12/2007

### REMITTANCE CASHIER & FOREIGN CURRENCY EXCHANGE MAIN CASHIER

- *Handling day to day Cash flow of the branch.*
- *Foreign Currency & Travelers Cheque handling.*
- *Handling Wholesale Foreign Currency buying and selling.*
- *Well versed with Central Bank rule in handling cash.*
- *Giving cashier training to the newly appointed staff.*
- *Well versed about the rate of foreign currencies*
- *Ensuring that cash transferred for the purpose of funding are counted and verified in the presence of the Supervisor.*
- *Scrutinizing the cashier's reports.*
- *Checking all the security measures taken at the branch for handling cash.*
- *Finalizing currency exchange rates.*
- *Responsible for the safe keeping of the relevant documents of Compliance Division.*

## UAE EXCHANGE CENTRE LLC DUBAI - UAE

03/10/2003 - 02/12/2005

CUSTOMER SERVICE EXECUTIVE OFFICER & SRILANKAN  
CORRIDOR INCHARGE

- *Managing customer relations with cordiality.*
- *Handling financial remittance of domestic and international entities, Bank Transfers and Door to Door transfers for individual customers.*
- *Issuance of Demand Drafts, and issuance and encashment of Travellers Cheques*
- *SWIFT transfers, and instant money transfers like Western Union Money Transfer and X Press Money*
- *Managing banking correspondences including request letters for account openings like NRE A/C opening for Indians, NRFC A/C opening for Sri Lanka.*
- *Customer service, Western Union & express money transfer arrangements.*
- *Contact-point marketing of company products likes Gold Card, Swift card to the customer.*



## EDUCATION

### CASIMIYA ARABIC COLLEGE PUTTALAM SRI LANKA

2001 & 2002

HIGHER DIPLOMA IN ARABIC AND ISLAMIC STUDIES  
92%

### OPEN UNIVERSITY OF SRILANKA COLOMBO

2001 & 2002

AL ALIM CERTIFICATION PART I & II  
96%

### DEPARTMENT OF SRILANKA EDUCATION

2001

G C E ADVANCE LEVEL CERTIFICATION  
90%

### DEPARTMENT OF SRILANKA EDUCATION

2000

G C E ORDINARY LEVEL CERTIFICATION  
88%