

**ABDUS**

[**ABDUS.336611@2freemail.com**](mailto:ABDUS.336611@2freemail.com)

**Career Objective:**

A challenging and enriching career in the field of Exchange industry with a reputed organization, which will give me ample opportunities to learn and grow with the organization.

**Professional Experience:**

* Sincere hard working dedicated and willing to work on complicated

Challenging assessment.

* TWO years of experience in Exchange industry, this has provided me

With an extensive knowledge in the field of BANKING.

* Adept at conducting financial audits. Skilled at interpreting figures and

In analyzing information.

* Possess demonstrated inter-personal and analytical skills with the

Exposure of working in computerized enterprise.

**Work Experience:**

**REMITTANCE EXECUTIVE/TELLER (Alfalah Exchange Company) 19 Nov 2014 to present**

**Responsibilities:**

* Preparation on Telex Transfers, Demand Draft Voucher, TT/DD settlement, (WAGE PROTECTION SYSTEM) agreement and salary Disbursal
* Preparing WPS employee salaries over the counter
* Solely responsible for the online applications like Instant Cash Express money, Western Union, Turbo cash, Uni stream, Trans fast, Ezetop on day to day basis.
* Execute customer foreign currency sale/ purchased transaction
* Daily basis reconciliation B/W online applications and SYMEX And journal voucher for accounting entries.
* Preparing of detailed audit working notes.
* Safekeeping of all important and confidential documents.
* Daily basis reconciliation B/W online applications and SYMEX

**PROFICIENCY ON BELOW APPLICATIONS:**

* SYMEX
* WU (WESTERN UNION)
* XPM (XPRESS MONEY)
* ICTC (INSTANT CASH)
* WPS(WAGES PROTECTION SYSTEM)
* EZETOP
* TRANSFAST

**Technical Skills:**

|  |  |
| --- | --- |
| **Operating system** | **Windows XP/Vista/7/8** |
| **Package** | **MS. Office 2003/07, Internet** |
| **Installation** | **All Kind of application & system software** |
| **Windows Installation** | **Windows XP, Vista, Seven and Microsoft server 2003 & 2008** |

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Year of Passing | Qualification/Degree | University/Board | Percentage |
| 2012 | B-Tech | Jawaharlal Nehru Technical University | 69% |
| 2007 | 10+2 | Board of Uttar Pradesh | 70% |
| 2005 | 10th | Board of Uttar Pradesh | 51% |

**PERSONAL DETAILS**

**Date of Birth**: 10th NOV 1990

**Nationality:** Indian

**Marital Status**: Single

**Visa Validity**: From 19.12.14 to 20.12.16

**Language:** English Hindi and Urdu Proficient

LEISURE INTEREST

* Listening and reading Quran
* Interested in playing Cricket

**DECLARATION:**

I hereby declare that all the above given information about me are correct to the best of my knowledge.

**Place:**

**Date:**