#

SAFDAR.

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| **Career Objective:** |

To work and grow with an organization which gives me opportunity to utilize my interpersonal skill to fulfillment of the organization’s objective.

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| Work Experience: |

* Worked as Account Assistant in AGARWAL& SON’s TEXTILES from April 2014 to Dec 2016.
* Worked as foreign exchange telex transfer in REDHA AL ANSARI EXCHANGE EST from May 2011 to May 19 2013.
* Worked as an accountant in COLLEGE OF HOME SCIENCE from 2008-2010.

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| **Education :** |

* Bachelors of Commerce from Rajasthan University (2005-2008).
* Intermediate with C.E.C from Dharmavant Junior College, Hyderabad.
* S.S.C from St. John public school, Hyderabad.

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| **Major Job Responsibilities:** |

* Handling the accounts job in the Branch.
* Perform financial transactions (cash, transfers, foreign, exchange) timely and accurately.
* Being vigilant and alert on possible fraud.
* Inward and outward transactions processing.
* Experience in detection and preventing of anti-money laundering
* Processing the EWPS and dispatch salary to the employees
* Eliminate risk of cash differences by following diligently the process set & ensuring accurate delivery of cash to customer.
* Coordination with Head Office for branch related task.
* Monitoring the inward and outward transfers and prepare reports for the Head Office.
* Preparation of sales reports.

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| Training and Seminars attended: |

* Training conducted by National Bond Corporation in issuing of ‘National Bonds’.
* Training conducted by National Bank of Abu Dhabi related to E-government debit card.
* Internal training in (AML) Anti Money Laundering
* Training in Western union money transfer.
* Training in EWPS system for the salary payment of employees.

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| **Computer Skills:** |

* MS-Office (Word, Excel, Power Point).
* Accounting Packages Tally,Focus,& Wings.
* Operating system MS-DOS, windows 2000.

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| **Personal Profile:** |

Date of Birth : 02/04/1982.

Sex : Male.

Marital Status : married

Nationality : INDIAN.

Hobbies : Browsing.

Languages Known : English, Hindi, Urdu, and Telugu.

Visa Status : Visit Visa