CURRICULUM VITAE

Name Javeed

Date of Birth November 22, 1963

Marital Status Married

Gender Male

Nationality Indian

E-mail javeed.381702@2freemail.com

## Educational Qualification

B.Com. (Commerce Graduate) in the year 1987 from Bombay University, Bombay.

## Work Experience

#### Operations & Payment Processing Dept. (Back Office)

**Redha Al Ansari Exchange L.L.C. Dubai, U.A.E (**From 19th March 2002 until 25th March 2018**)**

Managing daily Operational activities serving as Incharge in Operations & Payment Processing Dept.of the company since last 16 years

 **Rates to Branches**:**Fixing cost rates in dirham for selling Telex Transfers**.

 In currencies like INR, LKR, PKR, BDT & NPR after Reuter’s current

 rates sent to us from the Head Office. And informing all the branches

 accordingly & controlling branches in case of change of rates.

 **Vostro Deals: Preparing position daily basis for purchasing Indian Rupees with the**

 **treasury offices of Indian Banks and arranging sufficient balance of**

 **fundings into to our INR A/C**

**Maintaining daily basis bank positions reports** with the supplementary books.

**Printing Payment Instruction List** (allocation reports) of all the banks. (frequently till the last cut-off of the day).

**Preparing deposit instruction for DDA A/C** with Emirates Bank Int’l, Dubai, against D.D. Sales of Indian Banks

**Preparing funding positions for all the banks** after the cutout time & accordingly next day funding instructions are sent to the concerned banks.

**Attending customer’s queries & making follow-ups with the banks thru E-mail.** Provides status to branches after duly replied by the banks

**Interviewing** candidates for recruitment.

**Meeting with the delegates of the Foreign Banks**, discussing issues related to customers grievances, queries & further developments of our business with them.

**Settling** First Flight & OCS courier bills at the end of every month.

Co-ordinating with sub-ordinates for getting done other operational activities smoothly. (Amendments, **Inquiries, circulars via E-mail & rates to branches, also guiding staff about new bank's 'Rupee**

**Drawing Arrangements’**

Cont’d Javed’s C.V.

Day to day, upon receiving new directives from the Central Bank of India (R.B.I.) if related to my dept. such **circulars usually sent to branches by myself for their information & strict compliances.**

**Correspondences & Teleconversation with Foreign Banks are done by myself on important issues**.

Familiar with Telex machine CTC-4000 & 5000 ( used by us before 5 years now using

 E-mail correspondences)

**World Link Exchange Co., LLC, Dubai, U.A.E. (1998 - 2001)**

Payment Processing Dept

 **Processing & Transmitting Outwards Telegraphic Transfers in US Dollars, Sterling pounds, Euro & Japanese Yen through "Electronic Funds Transfer" system of**

 **' Bank of America, N.Y.' & ' Habib American Bank, N.Y.'**

Prior to installation of EFT system from BOA, London, funds transfer’s instructions were sent to Natwest Bank, London, **via Telex messages and I was trained by my superiors to handle such responsibilities.**

 **Reconciliation of outwards transactions in correspondence with "Activity Reports ".**

 **Correspondences & Teleconversation with Foreign Banks**.

**The Memon Co-Operative Bank Ltd,** Mumbai (**1988-1991)**

 Started with 'Cash Scroll Keeper' & then I was gradually shifted to **Clearing dept.,Fixed**

 **deposit dept., Loan dept., Savings accounts ledger keeping, .Savings & Current**

 **supplementary writings, Balancing of ledgers (monthly),** & assisting customers in regards

 to correspondences to settle dues & claims.

 **M/s. A.G. Enterprises,** Mumbai **(1996 - 1998)**

 **Worked manual & Computerized Accounts (Tally),** Bank reconciliation,

 maintaining ledgers and journals, maintaining cash book, keeping records of

 payable & receivables, petty cash handling, preparing salaries for the staff,

 Trial balance/Balance Sheet & Profit & loss statement of accounts in

 co-ordination with the Chartered Accountant of the company

 **Proficient with Windows Applications.** (MS Word, Excel, Power Point, Email & Internet).

 **Knowing typing with 40 w.p.m.**

 **Languages Known** : Fluent in English, Hindi, & Urdu speaking. Can speak in Arabic also.