



MUHAMMED YASIR

CONTACT

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UAE

CORE COMPETENCIES

- Diploma in Accounts and Tax Practice – College of Practical Accounting & Training
- Anti-Money Laundering (AML) Awareness
- Step-Up Program: “Coping with Teaching Challenges”
- Bank Reconciliation Statement Maintenance
- Month-End Closing & Final Balance Sheet Reporting
- Sales Filing & Reporting Procedures
- Accounting & Financial Controls
- Stock Clarification and Book Reconciliation

CORE COMPETENCIES

- Branch & Financial Operations
- Remittance & Exchange Services
- AML & Compliance Practices
- Customer Relationship Management
- Team Leadership & Training
- Complaint Handling & Resolution
- Cash Handling & Transaction Accuracy
- Financial Reporting & Reconciliation
- Time Management & Workload Allocation
- Multi-language Communication

TECHNICAL SKILLS

- Tally & Manual Accounting
- MS Excel, Word, Outlook
- Email Communication & Documentation
- Typing Speed: 17 WPM
- Billing, Filing, and Reporting Systems
- CRM and Financial Transaction Platforms

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam



PROFILE

Highly driven and performance-focused Branch Supervisor with over 5 years of experience in exchange house operations, customer relationship management, team leadership, and compliance handling. Proven record of delivering financial services efficiently while ensuring regulatory adherence and team productivity. Prior background in accounting and finance enhances reporting accuracy and business support. Adept in managing customer issues, cash flow, and system operations. Seeking to contribute operational excellence in finance, banking, or customer service environments.



WORK EXPERIENCE

BRANCH SUPERVISOR

June 2019 – Present

Redha Al Ansari Exchange, UAE

- Directed branch-level operations by managing customer transactions such as money transfers, bill payments, currency exchange, and refunds, ensuring compliance with regulatory standards and maintaining high customer satisfaction.
- Supervised a team of front-line staff, trained new hires on system protocols, AML procedures, and customer service guidelines, and continuously monitored performance to meet service-level benchmarks.
- Oversaw day-to-day financial activities including cash flow, reconciliation, report generation, and transaction accuracy while ensuring compliance with anti-money laundering policies and company audit standards.
- Acted as the first point of escalation for customer concerns, service failures, or technical issues, resolving them promptly to maintain the company’s reputation and ensure smooth service continuity.
- Coordinated with internal departments for the successful rollout of new products or service upgrades, ensuring staff awareness and operational readiness at the branch level.

ACCOUNTS ASSISTANT

Sep 2016 – Sep 2017

SRR Associates, Kannur, India

- Maintained and updated accounting records for various clients using both manual ledger and computerized systems, including Tally and Excel-based formats.
- Reconciled bank statements and client accounts monthly, ensuring accurate financial documentation and timely reporting of discrepancies to senior accountants.
- Assisted in month-end and year-end closing activities by preparing trial balances, final balance sheets, and assisting in audit readiness.
- Filed periodic GST and sales tax returns, handled vouchers, receipts, and managed the filing and archiving of all supporting financial documentation.
- Verified and tallied inventory and stock ledgers against purchase and sales records, ensuring data accuracy in reports submitted to clients.



EDUCATION

Bachelor of Commerce

Dr. C.V. Raman University, Bilaspur, Chhattisgarh

Higher Secondary School Certificate (HSC)

Board of Exams, Government of Kerala, India

Secondary School Leaving Certificate

Board of Exams, Government of Kerala, India