

MOHSEEN KHATIB

Email: mohsinkhatib7@gmail.com | Phone: +974 50760969 | Location: Doha, Qatar

Professional Summary

Dedicated and detail-oriented finance professional with extensive experience in banking operations, cash management, foreign currency handling, compliance (AML/KYC), and branch supervision. Skilled in managing teams, training staff, resolving customer issues, and ensuring adherence to banking regulations. Proven track record of accuracy, integrity, and leadership in high-volume financial environments.

Work Experience

Alfardan Exchange, Qatar Branch Manager

April 2022 – December 2025

- Supervise branch operations, ensuring compliance with policies and regulatory standards.
- Manage workflow, assign tasks, and monitor team performance.
- Train and mentor new employees to maintain high service quality.
- Resolve escalated customer issues and ensure smooth daily operations.
- Prepare reports for HR and senior management on performance and compliance.

Alfardan Exchange, Qatar Teller / FC Teller / Head Teller

Nov 2018 – March 2022

- Handled large volumes of cash and foreign currency transactions with accuracy.
- Processed remittances, cheque deposits, and debit card payments.
- Ensured compliance with AML/KYC policies and Qatar Central Bank regulations.
- Conducted gold trading (purchase and sales) and daily product reconciliations.
- Delivered excellent customer service while maintaining secure and orderly operations.

Golden Ocean Hotel Accountant

Oct 2015 – Oct 2017

- Managed accounts payable/receivable, payroll, and financial reporting.
- Prepared and verified invoices, daily sales reports, and reconciliations.
- Coordinated with clients for timely payments and implemented new accounting procedures.
- Maintained stock records and supervised documentation.

Yoko Sizzlers

Accountant Assistant

March 2016 – Dec 2016

- Assisted in maintaining ledgers, journal entries, and bank reconciliations.
- Supported tax return preparation and inventory audits.
- Verified invoices, managed filing, and coordinated with bankers.
- Ensured accuracy and compliance in financial documentation.

Nakhuda Travel

Ticketing Agent

April 2014 – Feb 2015

- Handled customer bookings, database management, and flight schedule updates.
- Ensured compliance with airline policies and delivered excellent customer service.
- Monitored cancellations, refunds, and manifest accuracy.

Education

Bachelor of Commerce

IATA Aviation Certification

Higher Secondary

Skills

- Banking Operations & Compliance (AML/KYC)
- Foreign Currency Handling & Remittance
- Cash & Vault Management
- Financial Reporting & Reconciliation
- Customer Service & Issue Resolution
- Team Leadership & Training
- MS Office & Financial Software
- Languages: English, Hindi, Marathi, Arabic