

RABEE RAJOUR

Al Barsha, Dubai, UAE

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PROFILE

Dedicated and detail-oriented professional with a Bachelor's degree in Business Administration. Proven expertise in understanding compliance regulations, and customer retention. Possesses strong negotiation skills, in-depth knowledge of banking products, and a commitment to delivering excellent customer service.

EXPERIENCE

Al Ansari Exchange, Dubai, UAE 12/2022 present

Remittance Officer

- Handle customer complaints and concerns effectively.
- Conduct currency exchange transactions accurately and efficiently.
- Verify customer identification and ensure compliance with Know Your Customer (KYC) regulations.
- Confirm the legitimacy of the source of funds to prevent money laundering.
- Stay updated on local and international regulations governing currency exchange and financial transactions.
- Report suspicious transactions and activities to the relevant authorities.
- Collect and file necessary customer documentation for compliance purposes.
- Collaborate with colleagues to ensure a seamless customer experience.
- Greet customers warmly and assist them with their inquiries.
- Provide information about currency exchange rates, fees, and services offered.

Riyadh Private Mill, Homs, Syria 06/2021- 09/2022

Administrative Accountant

- Analyse financial information to assist business profitability and growth.
- Created Excel reports detailing accounts payable and receivable for the manager and CFO on a bi-weekly basis.
- Managed all Accounts Payable, including processing invoices and issuing payments on time.

Khawaja Khalil, Homs, Syria 04/2019 - 03/2021

Accountant

- Summarises current financial status by collecting information.
- Process vendor invoices and ensure timely payments.
- Monitor and follow up on overdue payments.

Shabab AL-Khair Society, Homs, Syria 01/2019- 03/2019

Account Assistant internship

- Processing payments and invoices accurately and within expected periods.
- Assist in the preparation for audits and regulatory compliance

EDUCATION

Al Baath University, Homs, Syria

2017- 2022

Bachelor of Business Administration

SKILLS

Customer Service, Cross-Selling, Compliance and AML, Due Diligence, Relationship Building, MS Office, Excel Advance

Languages: Arabic, English