

MOHAMMAD ALTAF KHOKA

Assistant Finance Manager

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SUMMARY

Diligent profile with nine years of work experience and proven knowledge of finance, compliance, customer needs, assessment and key account management. Aiming to leverage my abilities to successfully fill the eligible role at your company.

EXPERIENCE

Assistant Finance Manager

Dream Line Trading and Contracting LLC

Doha, Qatar
09/2022-Present

Company Description

- Assist in preparing financial presentations and reports for senior management.
- Assist in the development and implementation of financial policies and procedures.
- Develop effective, supportive and collaborative relationships with colleagues.
- Ensure compliance with financial regulations and reporting standards.
- Assist management in taking financial decisions.
- Provide and interpret financial information.
- Develop financial management mechanisms that minimize financial risk.
- Gathering critical information from meetings with various stakeholders and producing useful reports.

Compliance Officer

Index Exchange LLC

Abu Dhabi, UAE
12/2019-11/2020

Company Description

- Manage information flow by researching, recording and analyzing data and information with a regular flow of information and conducting compliance risk assessments, to ensure that the business runs smoothly.
- Monitor all operational processes and procedures using a compliance management platform to ensure that the company complies with all legal regulations and ethical standards.
- Conduct regular audits to identify potential weaknesses and noncompliance situations.
- Make sure the organization has a clearly defined program for complying with the country's law.
- Reduce and mitigate the risk of financial losses or damage caused by non-compliant conduct.
- Assess company operations to determine compliance risk.
- Ensure all employees are educated on the latest regulations and processes.
- Resolve employee concerns about legal compliance.

Unit Compliance Officer (UCO) / Foreign Currency Cashier

Al Ansari Exchange LLC

Dubai, UAE
06/2013-03/2019

Company Description

- Monitor all FC and remittance transactions verifying KYC documents for individual and corporate clients.
- Verify the high-volume transaction to check all the necessary document are collected before initiating the transactions for both individual and corporate customer.
- Responsible for AML Compliance Processes & Performance as per Central Bank of UAE standards.
- Training the staff regarding AML policies and procedure according to Financial Intelligence Unit (FIU), the Central Bank of UAE
- Ensure compliance with all operational, security and control policies.
- Maintain proper records on all files, documents, transactions as per guidelines issued by the management.
- Buy and sell foreign currencies from walk-in customers on a regular basis and from other exchange houses or financial institutions whenever the situation demands
- Forecast daily currency requirements; offload excess currency position to Head office/other branches/other exchanges, avoiding unnecessary fund blockage.
- Monitor daily ongoing market currency rate and decide the buying and selling rate for each currency to attract new customers/retain existing customers ensuring maximum profitability for the company safeguarding customer service intact.
- Provide adequate and necessary information whenever required to head office, administration office or various departments of the company.

Transaction Processing Officer

Mphasis Information Technologies

Bangalore, India
02/2011-08/2012

Company Description

- Daily execution of data entry material coupled with analysis under a high-volume customer driven environment.
- Ability to meet challenging deadlines.
- Execute data entry and database analyses with high level accuracy.
- Generate Bank statements, general ledger maintenance and reconciliation.
- Comply with federal, state, and company policies, procedures and regulations.
- Send claims to proper departments.
- Scan documentation and enter into the database.

EDUCATION

Master of Business Administration in Dual Specialization (Finance and Marketing) 2010
Bangalore University

Bachelor of Commerce 2007
Karnataka University of Dharwad

LANGUAGES

English	(Proficient)	Hindi	(Proficient)	Urdu	(Native)
Kannada	(Intermediate)				

SKILLS

Computer Skills, Time Management, Independent decision making, Problem solving, Financial Statements, Communication skills, Analytical skills

TRAINING

(Conducted in Al Ansari Exchange LLC, Dubai, UAE) Advanced Customer Service. Anti-Money Laundering Policies and Procedures. Business Etiquette and Telephone Manner. Procedures to find Fake/Counterfeit Money (All Foreign Currencies).