

# Ahamed Nasraf



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 Ajman, United Arab Emirates

 Sri Lankan

 784-1991-8677871-0

## PROFILE

Results-driven Banking Professional with over 6 years of experience in Retail Banking and Compliance AML Functions . Highly detail-oriented Inventory Controller with over 3 years of experience managing warehouse operations, stock accuracy, and inventory reconciliation in fast-paced environments. Skilled in ERP systems, cycle counting, and reducing inventory discrepancies. Proven track record of maintaining optimal stock levels and improving warehouse efficiency. Currently seeking to contribute to a growth-driven organization in the UAE.

## LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Tamil ● ● ● ● ●

Arabic ● ● ● ● ●

## PROFESSIONAL EXPERIENCE

### **Smallcakes A Cupcakery**

Inventory Controller cum Accounts Assistant

Oct 2024 – present | Ajman, Uae

- Monitored inventory levels and replenished stock based on consumption trends
- Issued purchase orders and negotiated pricing with local and international suppliers
- Maintained accurate inventory data in ERP and conducted cycle counting
- Handled day-to-day accounting transactions and maintained accurate records
- Processed supplier invoices and ensured timely payments

### **Cake Talk Bakery LLC**

Inventory Controller cum Purchaser

Dec 2023 – Nov 2024 | Dubai, United Arab Emirates

- Monitor inventory levels and ensure timely restocking.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.

### **Lotus Star Gift**

Administrative Assistant cum Cashier

Nov 2022 – Nov 2023 | Al Ain, United Arab Emirates

- Supports the day-to-day transactions
- Verifies and keeps records on incoming and outgoing shipment
- Handling petty cash, preparing bills and receipts. Maintaining accounting records, making copies, filing documents.

### **National Savings Bank**

Financial Crime Assistant

Jun 2016 – Jul 2022 | Colombo, Sri Lanka

- Detect transactions in Financial Crimes
- Good understanding of the KYC/AML lifecycle process
- Experience in money laundering, EDD, regulatory infraction
- Conducted screening of clients to identify sanction, PEP and adverse media risks.
- Reviewed new customer accounts and verified customer identities.
- Established and implemented preventive measures for stopping fraud.

### **EL 89 Studios Private Limited**

Accounts Executive

May 2013 – Jun 2016 | Colombo, Sri Lanka

- Manage all accounting transactions.
- Employed Microsoft Excel skills to organised and manipulate large data sets.
- Prepared and submitted VAT returns ahead of deadlines.

## EDUCATION

### **Intermediate in Applied Banking & Finance**

Institute of Bankers Sri Lanka 

Mar 2019 | Colombo, Sri Lanka

### **Diploma in Computerize Accounting**

British Informatics of Computer Technology

Sep 2015 | Colombo, Sri Lanka

### **National Certificate for Accounting Technician**

Collage of Technology

Dec 2012 | Colombo, Sri Lanka

### **Diploma In English Language**

University of Peradeniya

Jul 2011 | Peradeniya, Sri Lanka

## SKILLS

- Compliance, Banking laws and Regulation
- Financial Crime Investigations
- Record-keeping and bookkeeping
- Administration Support
- Computer Proficiency
- Team Player
- Leadership

## CERTIFICATES

- Anti Money Laundering and Know Your Customer Training
- AML/CFT Compliance Programme

## ADDITIONAL INFORMATION

- Visa Status: Employer
- Visa Period : 24.11.2026
- Availability : One Month
- Reference : Available upon request.