



AWAIS QAMAR

BRANCH MANAGER, CASHIER, ACCOUNTANT

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JOB OBJECTIVE

To be associated with an Organization that gives me an opportunity to update my knowledge and utilize my personal skills through highest level of commitment and honesty in order to achieve Organizational objectives and gain valuable experience.

ABOUT ME

📍 Islamabad (PAKISTAN)

☎ 0555629942

@ awais.qamar87@gmail.com

PERSONEL DATA

Gender: MALE

Visa status: visit visa

Resident in U.A.E: Sharjah

Marital Status: Single

Spoken Langue: Proficient in English

Written languages: English, Urdu

Nationality: Pakistani

PROFESSIONAL SKILLS

- Team management
- Cross functional Team
- Managerial Skill
- Wiliness to learn
- Motivational skill
- Integrity

Professional Expertise

- Cash and FC dealing
- Remittance
- Compliance
- Customer Services
- KYC
- AML
- Sanction countries

CONFERENCE ATTEND

Attend conference on Islamic Banking.

WORK EXPERIENCE

- ❖ **Organization Name:** Ravi Exchange Company (pvt) Limited
- ❖ **Designation:** Branch Manager
- ❖ **Tenure:** (8 October, 2018 to 3 February, 2023)

Major RESPONSIBILITIES

- ❖ Assist in resolving customer problem.
- ❖ Sets and monitors performance, goals and objective with Higher Management.
- ❖ Insure that activities are carried out strictly in accordance with the laid down procedure and process and compliance guidelines.
- ❖ Ensure that each customer receive outstanding services by providing a user friendly environment by providing, solid product knowledge and all other aspects of customer service.
- ❖ Ensure that security systems are working properly and accurately.
- ❖ Monitor daily ongoing activities within Company Frame work.
- ❖ Monitor the audit work and removes the error.
- ❖ Check the work of the Staff in the relevant area of operations and ensure the accuracy of verification and data entry.
- ❖ Assist higher management for achieving business targets and recommendation for effective management decision guidelines.
- ❖ Implements AML as per State Bank and Company guidelines.
- ❖ **Designation:** Cashier
- ❖ **Tenure:** (2 April, 2016 to 7 October, 2018)

Major RESPONSIBILITIES

- ❖ Providing speed and Error-Free service to Customer for various products of the Company.
- ❖ Execute All Services related to receipt and payments, remittance inward, outward and Telegraphic transfer.
- ❖ Manage and Deal in Sale and purchase of Foreign Currency.
- ❖ Create Remittance inward and outward all over the world through Western Union, Money gram, RIA, and Intel Express.
- ❖ Daily and monthly cash Report.
- ❖ Prepare and post the transactional vouchers with supporting documentation.
- ❖ Ensures that all the remittances done under the KYC and AML standards.

OTHER EXPERIENCE:

Two-year Work as an Accountant in Pakistan Institute of Computer Science.

EDUCATION

M.COM: University of Central Punjab (Lahore) Pakistan

B.Com: University of Punjab (Lahore) Pakistan

ICS: Rawalpindi Board (Pakistan)

Matric: Rawalpindi Board (Pakistan)

TRAINING COURSES :

- ❖ Two time Anti Money Laundering Training taken in Ravi Exchange Company (Pvt) Ltd.
- ❖ Compliance of Western Union, Intel Express, RIA and Money Gram taken in Ravi Exchange Company (Pvt) Ltd.

REFERENCES:

References Will be furnished on demand.