



## **Muhammed Qamar uddin**

Branch Manager

Dubai – UAE

### **CONTACT**

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### **KEY SKILLS**

- Go extra mile to get the deal done
- Understand customer need and quick evaluation
- Adaptability (Technology, Process, procedure and many more...)
- Eager to learn something new
- Payroll Administration, Attention to Detail.
- Numerical Skills, Data Analysis, Problem-Solving, Time Management
- Can Manage Cross Functional Teams
- Result Oriented
- Negotiates Successfully
- Communicate Clearly
- Thinks Strategically

### **LANGUAGES KNOWN**

- English
- Hindi
- Urdu

### **PROFILE**

Results-oriented and highly motivated Branch Manager with expertise in the money exchange industry. Proven record of accomplishment of driving operational efficiency, achieving revenue targets, and delivering exceptional customer service. Possesses strong leadership abilities, strategic thinking, and a deep understanding of financial markets and regulations. Nurturing a positive work environment, and implementing effective business strategies to maximize profitability. Committed to delivering excellent financial solutions while maintaining compliance with industry standards and regulatory requirements.

### **PROFESSIONAL EXPERIENCE**

**Al Rostamani International Exchange**

**Branch Manager**

**Dubai - UAE**

**January 1997–July 2023.**

- Maintain high level of new customer's acquisitions as well as reasonable growth on customer retention.
- Promote foreign exchange products & services, consistently cross-sell at every opportunity.
- Manage all cash operations of the company including daily cash flow, cheques, Bankcards and future cash flows in accordance with the organization's policy guidelines.
- Provide superior level of customer service to solidify client retention.
- Ensuring adequate availability of instruments like foreign currency/DD/Cash Cards etc.
- Train cashier for margin fixing without diluting profit earned on transactions
- pooling currency and selling to whole sale agents at competitive rate
- complying with internal and central banks policies and procedures, ensuring risk free transactions and preventing money laundering (AML)
- Authorized user of Global Speed Money Transfer like Money Gram, Xpress Money, Cash Passport Money Transfer, Travelex Money Transfer, Everest Remit and Himal Remit Cash System.

## ACADEMIC QUALIFICATIONS

MBA Finance

Bachelor Degree in Commerce  
from University of Karachi,  
Pakistan.

## TRAININGS ATTENDED

- Anti-Money Laundry & Risk Management Training
- Soft Skills Development Training

## COMPUTER SKILLS

MS. Office - MS. Word/MS. Excel/  
Power Point etc,

## PERSONAL DATA

Date of birth : 14<sup>th</sup> July 1967  
Nationality : Pakistani  
Visa status : Transferrable  
Passport No : CF4222333

**Available Immediately**

**Phoenix Armour Ltd,  
Pakistan**

**Pay Roll In charge**

**January 1993– December 1996**

- Preparing Monthly Pay roll and Reviewing Critically.
- Review of cash & bank disbursements for any discrepancies / proper allocation in accounts
- Ensuring the accuracy of operational files.
- Responsible for processing payroll accurately and on time, including calculating wages, overtime, bonuses, commissions, and other payroll components. This may involve using payroll software or systems to input and maintain employee data, deductions, and benefits.
- Employee Data Management: Maintain accurate and up-to-date employee records, including personal information, tax withholding details, deductions, and benefits. Ensure confidentiality and security of employee data and handle any changes or updates as required.
- Respond to employee inquiries and resolve payroll-related issues, such as paycheck discrepancies, tax inquiries, and benefit questions. Collaborate with the HR department to address any concerns or discrepancies promptly
- Conduct periodic audits of payroll records to ensure accuracy and compliance. Reconcile payroll accounts, resolve discrepancies, and provide documentation for internal and external audits as required.

**Money Master Currency Exchange  
Pakistan**

**Senior Cashier**

**March 1991– December 1992**

- Responsible to maintain a good relationship with dealer and generate a good volume of business.
- By regular market visit identifies the potential area, appoint new deals, and generate business from them.
- Responsible to generate good revenue and achieve the target.

**The foregoing information certified true and accurate to the best of my knowledge**

**Muhammad Qamar uddin**