



## BRANCH OFFICER



Madinat Zayed - Abu Dhabi  
United Arab Emirates



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## EDUCATION

## BACHELOR OF ARTS

University of Punjab / Lahore / 2020

## ASSOCIATE OF SCIENCE

Pak Polytechnic Institute / Lahore / 2014

DAE Electrical

## MATRICULATION

New Era Grammar School / Lahore / 2011

Computer Science

## SKILLS

Electronic communication Data communication performed through digital means such as computers, telephone or e-mail.

Maintain financial records Keep track of and finalise all formal documents representing the financial transactions of a business or project.

Maintain records of financial transactions Collate all the financial transactions done in the daily operations of a business and record them in their respective accounts.

Handle financial transactions Administer currencies, financial exchange activities, deposits as well as company and voucher payments. Prepare and manage guest accounts and take payments by cash, credit card and debit card.

Perform clerical duties Perform administrative tasks such as filing, typing up reports and maintaining mail correspondence.

Resolve customer complaints, guide them and provide relevant information

Track transactions on balance sheets and report any discrepancies

Fulfillment by Amazon Business

## LANGUAGES

English

Urdu

Hindi

Arabic

Punjabi

## PERSONAL DETAILS

Date of birth: 07-11-1995

Nationality: Pakistani

Visa status: Employed

Marital status: Single

Notice period: 30 days

They provide information on the conditions and exchange rates for buying and selling foreign currencies, make deposits of money, record all foreign exchange transactions and check for money validity.- Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS, Demand draft, TT, and value added services transaction payments etc. - Collect cash against any transaction. - Provide cash against transaction / vouchers. - Collect cash against receipt vouchers.

## WORK EXPERIENCE

## National Exchange Company

Mar 2020 - Present  
Abu Dhabi

## BRANCH OFFICER/CASHIER

Exchange National and foreign currencies, adheres to work rules, procedures and Company policies.

Managed branch operations and day to day activities like handling of vault.

Prepare End of day report.

Enter customers' transactions into computers in order to record transactions and issue computer-generated receipt Complete KYC procedures and formalities.

Managed branch operations and day to day activities like handling of vault operations.

Assignments & related clerical duties.

## Office Software which we are using are as below:

- WESTERN UNION
- XPRESS MONEY
- TRANSFAST
- SYMEX 9
- SYMEX .NET
- COMPLIANCE POLICIES
- AML, KYC ,CDD,EDD
- LOYALTY CARD

## Paracha Exchange Company Pvt Ltd:

Feb 2017 - Jan 2018  
Lahore, Pakistan

## CUSTOMER SERVICE EXECUTIVE (COUNTER STAFF):

To provide excellent customer service at branch customer.

To attend customers for all business transactions at the counter.

Attending customers for making Remittance, Currency exchange, Demand drafts and Telex transfer.

To answer customer complaints, branch detail enquiries, transaction enquiries, rate enquiries, conversion.

To provide information of new or additional services.

To provide currency exchange & remittance delivery information.

To perform a role of marketing & sales executive during off-peak business hours.

To maintain records, prepares reports and performs work processing.

## FATIMA FERTILIZER INDUSTRY:

Jan 2015 - Nov 2016  
Sheikhupura, Pakistan

## ELECTRICAL TECHNICIAN

Oil Field Circuit Breaker (OCB)

Transformer Maintenance

Induction Motor

Turbine working

Poles and Temper

To manage the Electrical engineering and design team

## COURSES

Online  
Nov 2020 - Nov 2020

HEALTH AND PEACE— WHO (CERTIFICATE)

Online  
Sep 2020 - Sep 2020

PHOTOSHOP-EDUCBA

Online  
Oct 2020 - Oct 2020

SILENT SPREADERS-HARVARD MEDICAL SCHOOL

Online  
Feb 2021 - Jul 2022

HOTEL MANAGEMENT- E-LEARNING COLLEGE

Online  
Feb 2021 - Feb 2021

ACCOUNTING AND FINANCE- E-LEARNING COLLEGE

Online  
Mar 2021 - Mar 2021

FOREX TRADING- EUROPEAN OPEN UNIVERSITY

Online  
Jan 2022 - Jun 2022

E-COMMERCE AMAZON