



# Muhammad Kashif Rasheed

## Foreign Exchange House-Operations Manager & Incharge

Having rich managerial experience as a branch manager in reputed foreign exchange houses in the Pakistan. Possessing strong leadership and dynamism necessary to provide quality service of the highest order and the efficiency to drive products' competitive advantage. Possess comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart and act fast.



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International City Dubai

## SKILLS

Foreign Exchange Operations, Corporate Banking, Payment Settlements, Financial Analysis & Forecasting, SBP Compliance & Regulations, Interbank Coordination, Customer retention, Portfolio management Client relations, Negotiating skills, Business modeling, Coordination

## LANGUAGES

English

Elementary Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

## IT PROFECIANCY

Web Browsing

Digital Marketing

MS Office

Foreign Currency Software's

Windows Installation

Smart Gadgets Uses

Social Media Marketing

System Troubleshooting

## WORK EXPERIENCE

### Branch Manger

Link International Exchange Company (Pvt) Ltd

2018 - 2021, AML-KYC-EDD-CDD-CFT POLICY

Sargodha Branch

#### Professional Experience

- Implementation of foreign exchange policies, Managed operation of buying/selling foreign currency with direct supervision of 10 branch staff members, Meet multiple daily deadlines for processing million foreign currencies. Prepared branch analytical reports. Managed SBP & FATF regulations, compliance & risk assessment. developed & implemented foreign transactions documents & data from end clients, Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error-free completion of product cycles.
- Thoroughly observing and assessing market conditions and behavior of currency market. FC exchange rate is displayed. (Buying & Selling & TT Rates) Compliance of Audit Objectives Coordinating With Treasury Department, Transactions Limit Knowledge, Business Services.

### Chief Cashier-Front Desk

Wall Street Exchange Company (Pvt) Ltd

2016 - 2018,

Chanab Nagar-Sargodha

#### Achievements/Tasks

- All Foreign currency dealing, Physical verification of cash, Receive cash and cheques payments. Physical verification of stock. checking of branch registers and other official documents. Reviews cancelled/reversed transactions for proper documentation and compliance with company policies. Reviews compliance of remittance and foreign currency buying and selling transactions. Identifies audit issues and develops recommendations & Reports non-compliance with company policies To check the Currency Rate software's for intimation to customers properly. Prepares journal entries for cash receipts and payments to verify of daily entries.

### Senior Cashier-Front Desk

Pakistan Currency Exchange

2010 - 2016,

Mall Road, Lahore

Asma Money Exchange & Al-Najaf Enterprises

### Chief Cashier

Al-Sahara Exchange Company (Pvt) Ltd

2006 - 2010,

Japan Centre, Lahore.

Shahzad Butt & Co

## ACHIEVEMENTS

Leading Multi Nationals Foreign Currencies Exchanges

#### Achievements/Tasks

- Training staff in customer service and other operational activities. Promoted as Cheif Foreign Currency Cashier in dealing all kinds of banknotes and fixing the F.C deals in competent rates. Promoted as the Branch manager; to monitor foreign currency deals, remittances, Branch operations and monitoring the achievement of targets set for the team under my kind supervision.

## EDUCATION

### Intermediate

BISE

Sargodha