



# MOHAMMAD AAMIR

BRANCH MANAGER- LULU INTERNATIONAL

## SUMMARY

Results-driven Branch Manager with several years of comprehensive experience in financial services. Polished in managing branch, promoting, and marketing branch products and allocating funds. Deeply familiar with banking rules and regulations. Friendly professional dedicated to promoting and maximizing sales opportunities.

## WORK EXPERIENCE

### Lulu International Exchange

BRANCH MANAGER

SEPTEMBER 2021 TO PRESENT

- Maintained up-to-date knowledge of industry trends, competitive landscape and regulatory environment.
- Organized professional development programs for employees at all levels of the organization.
- Managed staff scheduling, hiring and training processes.
- Facilitated weekly meetings with staff members to discuss progress on current initiatives.
- Conducted regular performance reviews for all employees in the branch.
- Identified opportunities for process improvement initiatives within the branch.
- Monitored financial performance of the branch on a monthly basis.
- Managed and inspired team members to perform to full potential, driving branch profitability.
- Verified cash by balancing cash drawers and maintaining cash count records.
- Assigned duties to employees and examined work for accuracy, neatness and timeliness.

BRANCH SUPERVISOR

JULY 2017 TO SEPTEMBER 2021

- Monitored cash levels in teller drawers to ensure accuracy of balances.
- Managed day-to-day operations such as scheduling shifts for employees and ordering supplies.
- Resolved customer complaints regarding services rendered by the bank.
- Collaborated with senior management on special projects related to process improvements.
- Tracked progress against key metrics such as sales targets and cost savings initiatives.
- Processed deposits, withdrawals, transfers or other transactions as needed.
- Reconciled discrepancies between daily transaction records and general ledger accounts.
- Analyzed customer data to identify trends in customer behavior.
- Ensured compliance with banking regulations, laws, and policies.
- Prepared monthly reports on sales activity, financial performance, account openings and closings.
- Provided guidance and support to branch staff in daily operations.
- Designed sales and service strategies to improve revenue and retention.

## CONTACT

+971 527133902

aamirmhd719@gmail.com

Sharjah, UAE

## EDUCATION

2012 - BAREILY

M.J.P. ROHILKHAND UNIVERSITY

- Master of Commerce

2010 - BAREILY

M.J.P. ROHILKHAND UNIVERSITY

- Bachelor of Commerce

2007 - RAMPUR

ST. ANTHONY'S SR. SEC. SCHOOL

- 12th, CBSE Board

2005 - RAMPUR

ST. ANTHONY'S SR. SEC. SCHOOL

- 10th, CBSE Board

## LANGUAGES

- English (Write and Speak)
- Hindi (Write and Speak)
- Arabic (Speak)
- Urdu (Write and Speak)

## PERSONAL INFORMATION

---

- Passport Number: K7124265
- Father's Name: Late Mohd Sabir Saifi
- Date of Birth: 06/16/1990
- Gender: Male
- Nationality: Indian
- Marital Status: Single
- Visa Status: Employment

## HOBBIES

---

- Exploring World Music to understand different culture expressions and influences.
- Voluntary Interaction with People to make a healthy adjustment in the surrounding

## Al Falah Exchange Company

BRANCH SUPERVISOR

NOVEMBER 2014- JULY 2017

- Sending SWIFT enabled remittances to different parts of the world
- Processing all the Salaries from the branch through WPS system
- Making corporate transactions to different part of the followed after strictly checking the AML and Compliance
- Making daily Journal vouchers
- Carrying out the reconciliation process of all the products and making it balance by every end of the day
- To give training to all the staff about the new products
- Tune, execute and process the data
- Make and approve the transactions of USD
- Balancing and monitoring the petty cash and sundry account on regular basis.

## SKILSS

---

- Skillful in Microsoft Office
- Proficient in WPS SYMEX, YOM (Yo Money Transfer)
- Possess good Management skills
- Fine communicator when it comes to effectively sharing information with people
- Ability to communicate concisely and clearly, both in verbal and written
- Good Administrative skills
- Flexible and motivated team player
- Fast Learning Skills
- Excels in team leadership

## DISCLAIMER

---

I hereby declare that all the information given here is true in the best of my knowledge and belief.