



HIZBULLAH HAFTA KHAN

OPERATION & MARKETING

PROFILE

I am a hardworking professional with a good professional experience and education. I am willing to join a company where I can grow and enhance my skills. I have around 8 -years' experience as operation officer, accountant and as cashier. I did MBA in finance. I worked for 2 years as accountant in Salam Trading Corporation (STC) in Pakistan. Currently I am working in GCC Exchange as a Operation and Marketing Executive and customer service duties from March 2022. I have UAE valid driving license.

WORK EXPERIENCE

Operation & Marketing 2022 - PRESENT GCC Exchange Dibba Branch - UAE

- Develop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.
- Plan and execute strategies to improve trial and upsell conversion rates.
- Remittance operation sending money to all around world by western union, express money and to bank account.
- Cross selling of different products like National bond, FGB, Go cash cards and Gold cards
- WPS, registering new companies and putting salaries of employees of companies on monthly bases.
- Collaborate with internal teams to optimize landing pages and marketing funnels.
- Coordinate with management and customers to identify business development opportunities with the existing and new customers.
- Conducted meetings with existing and new customers.
- Collecting leads of the company for corporate transactions
- Conduct External Marketing Activities for the branch and bring new business.

Growth Marketing Executive 2020 - 2022 UAE Exchange Centre LLC, NE UAE

- Develop and execute comprehensive marketing strategies and development opportunities with the existing and new customers.
- Execute and measure conversion tests and experiments.
- Conduct External Marketing Activities for the branch and bring new business.
- Conducted meetings with existing and new customers.
- Collecting leads of the company for corporate transactions

CONTACT

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United Arab Emirates

EDUCATION

Master of Business Administration
Finance

Gomal University, Pakistan

Bachelor's Degree

Business administration

Gomal University, Pakistan

TECHNICAL SKILLS

- Amigo, Express Money
- Western Union
- QuickBooks Accounts Software
- Microsoft Office
- Documentation
- Strong marketing and sales skills
- Goal setting, Collaboration
- Defining problem

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)
- Pashto (Fluent)
- Punjabi (Fluent)

APPRECIATION

Certificate of the **Best performer of the area in Retail Business** in 2018

Certificate of the **Star performer and Best customer services** in 2014

Certificate of the **Best staff of the branch** awarded for the year 2013

PERSONAL DETAILS

Date of Birth - 30/03/1981

Nationality - Pakistan

Visa Status - Employment visa

I have valid UAE Driving License

- Work with management to develop and implement the business development strategy for a defined territory and Corridor.
- Update and maintain customers information database
- Plan and execute strategies to improve trial and upsell conversion rates.
- Cross-selling of different products like National bond, FGB, Go cash cards, and Gold cards
- WPS, registering new companies and putting salaries of employees of companies on a monthly bases.
- Collaborate with internal teams to optimize landing pages and marketing funnels.

Retail Business Development Executive-Pakistan Corridor

UAE Exchange Centre LLC

2017 - 2020

- Work with management to develop and implement the business development strategy for a defined territory and Corridor.
- Coordinate with management and customers to identify business development opportunities with the existing and new customers.
- Update and maintained customers information database.
- Acquisition of the new customers.
- Attending different events in area.
- Establish strong customer's relationship by providing accurate and timely information about products and rate.
- Collecting leads of the companies for WPS and forward to the related department.
- Planned and implemented various products campaigns to achieve the company target.
- Conducted meetings with existing and new customers.
- Collecting leads of the company for corporate transactions

Operation Officer and Teller

UAE Exchange Centre LLC

JAN 2012 - NOV 2017

- Remittance operation sending money to all around world by western union, express money and to bank account.
- Work as teller and accept cash over counter and work as FC cashier also buy and sale foreign currencies mostly Dollar, Euro, GBP, Omani, Saudi, Qatari, INR, PKR, BDT, IDR, THB, Bahrain Dinar etc.
- Open NRP accounts for Pakistan Corridor mostly for UBL bank and MCB bank.
- Cross selling of different products like National bond, FGB, Go cash cards and Gold cards.
- WPS, registering new companies and putting salaries of employees of companies on monthly bases.
- Payment of all credit cards and bill payment of mobile phones DU and Etisalat.
- Familiar with cash tallying process which is done on daily basis at closing time.
- Attending phone calls of costumer regarding different complains and Currency rates.
- Monthly visiting two times to labor camps for company promoting company products and sales.
- Flexible over the counter and ability to attend all costumers with confidence.
- Having friendly long-lasting, trusting relationships with customers.

Accountant

JAN 2008 - OCT 2011

Salam Trading Corporation (STC), Pakistan

- All aspects of accounts payable including processing invoices after correct approval, supplier reconciliations, bank and cheque payments, and client disbursement entry.
- Accounts receivable, including preparing cheques for banking, posting receipts, producing receipts for clients when necessary, notifying the relevant staff, checking for payable disbursements, and preparing client statements.
- Bank reconciliations daily and monthly of company accounts
- Petty cash and expenses - checking receipts, authority and charge codes for payments to staff for expenses by monthly, entering details and making cash payments, reclaiming personal charges made via suppliers, petty cash reconciliation
- Billing - Assisting and monitoring billing subordinate for preparing bills, credit notes, writing offs and general queries regarding billing. Filing the hard copies, checking there are none missing
- Weekly cash flow report for management.
- Salaries - Monthly payroll calculations, produce pay slips, prepare the Bank payments for staff and partners, prepare WPS payment, and distribute wage slips.
- Month end reports - Accruals and prepayments, fixed assets, maintaining deposit spreadsheets, personal accounts, maintain staff loan spreadsheet, journal entries, management recharges
- Providing analysis of monthly variances to budget.

Internee

The Bank of Khyber, Pakistan

JULY 2006 - AUG 2006

- Customer Handling
- Accounts Opening
- Western Union
- E-remittance
- Cheque Book issue to Customer
- Scanning of Signature Card
- Daily report to Branch Manager