

SALMAN EHSAN

(+971) 52 5774171 salmanehsan.m@gmail.com



To work and grow in a professional organization that offers a challenging and responsible work atmosphere. To use my acquired knowledge and experience to accomplish individual goals while realizing organizational goals.

Skills

- Microsoft office
- Customer queries
- Exceptional communication skills
- Adaptability
- Teamwork and Collaboration
- Problem Solving

Education

(ADP) ACCOUNTING & FINANCE

University of Central Punjab -2019

INTERMEDIATE

Government Higher Secondary Collage -2017

MATRIC

Government Higher Secondary School -2015

Professional Experience

Currently Working:

LM Exchange LLC (Present)

Branch In-Charge (BIC) (DEC 2023 To TILL DATE)

Responsibilities:

- Manage branch budget and expenses effectively.
- Focusing on Branch Revenue and Number of Transaction.
- Set clear goals and objectives for the branch and individual team members.
- Monitor branch activities, including transactions, customer service, and compliance with organizational policies and procedures.

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Branch Supervisor (MAR 2023 TO DEC 2023)

- Monitoring and Handling Customers Queries and Complaints.
- Clearing ISTR and Reassigned ISTR communicate with customer for required documents for releasing transactions.
- Monitoring and Keeping Records of Highest Value Transactions (FC and Remittance).
- Clearing all customers queries regarding Compliance, Monitoring SOF, CDF ETC.

Teller (Customer Service Executive) (NOV-21 TO MAR-23)

- Forex (Currency Exchange)
- Remittance
- WPS (*Wages Protection System*)
- GPSSA (*Input pension and retro pension*)
- Applying C3 cards
- Registration for cooperate companies
- Enrolling CHF and salary input

Experience

Financial Training Institution – Operation Executive (Pakistan) August 2019 – August 2021

Certificate of Appreciation

- In recognition of their outstanding performance in the **Headphones promotion** June 2022.
- As a token appreciation for his extraordinary services and contribution in making the **Calipso 2022-Customer Engagement** Campaign a grand success.
- In recognition of the outstanding achievement of **Freedom Card** sales for the period Q1, 2023.

Languages

- English
- Urdu
- Hindi
- Punjab

Personal Details & Contact

Full Name: Salman Ehsan Ihsan Ullah

Nationality: Pakistan

Religious: Islam

Passport No: EL1113981

Visa Status: Employment

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