

BADRUL IRFAN

Assistant Branch Manager

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EXPERIENCE

Assistant Branch Manager

AI Ansari Exchange

01/2022 Abu Dhabi

- Managed branch operations, ensuring compliance with AML regulations and company policies
- Supervised staff, maintained punctuality, and addressed absenteeism while fostering teamwork and motivation
- Conducted high-value transaction approvals exceeding AED 5,000 and optimized cash flow processes
- Monitored competitors, tracked market trends, and implemented strategies to attract and retain customers
- Ensured branch security, cleanliness, and maintenance of devices, including CCTV and alarms
- Promoted and cross-sold company products and services to increase revenue

Shift In-Charge

AI-Ansari Exchange

01/2016 - 01/2022 Abu Dhabi

- Directed branch operations in the absence of the manager, ensuring efficiency and compliance
- Managed 50+ currencies, optimized buying/selling rates, and attracted new customers
- Supervised remittance services, foreign currency exchanges, and corporate transactions
- Handled Western Union money transfers and WPS customers' SIF files

Foreign Currency Cashier

AI-Ansari Exchange

01/2013 - 01/2016 Abu Dhabi

- Bought and sold foreign currencies profitably while ensuring regulatory compliance
- Performed Western Union transactions and remittances for individual and corporate clients

Dirham Cashier

AI-Ansari Exchange

01/2011 - 01/2013 Abu Dhabi

- Accurately executed remittance transactions while adhering to operational guidelines
- Maintained compliance with Anti-Money Laundering (AML) policies

EDUCATION

Master of Commerce (M.Com)

St. Aloysius College

2008 - 2010 Karnataka, India

- Mangalore University, Karnataka, India

Bachelor of Commerce (B.Com)

Canara College

2005 - 2008 Karnataka, India

- Mangalore University, Karnataka, India

SUMMARY

Results-driven professional with over 13 years of extensive experience in banking, finance, and customer service. Proficient in handling multi-currency transactions, corporate memberships, compliance with AML regulations, and branch operations. Recognized for outstanding performance, leadership skills, and exceptional customer service. Seeking a challenging role to leverage expertise in driving organizational growth and operational excellence.

LANGUAGES

English

Proficient



Hindi

Advanced



Kannada

Proficient



Malayalam

Advanced



Tamil

Intermediate



SKILLS

Cash handling.

customer services

Excellent communication skills

CCTV

POS Systems

Team Leadership