

# Imran Khan Hamad

## Assistant Branch Manager

Experience professional in Banking, Branch Management, Accounts and Money Exchange



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Bur Dubai , United Arab Emirates, Al Satwa, Dubai

## WORK EXPERIENCE

### Assistant Branch Manager Bahrain Exchange Company

11/2018 - 07/2024

Salmiya, Kuwait

International Currency exchange company

#### Achievements/Tasks

- Handling Foreign Currency, Manage daily operations, especially customer service and finance activities, and make improvements as needed.
- Managing EOD Reports like Stock Inquiry Reports, Third Party Reconciliations, System Shut downs, Check Clearance, Cash dispensaries etc.
- Documentation of Cash transfer to AMSS / ASI.
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error free completion of product cycles.
- keeping the tracking daily exchange rate ensuring the daily update of exchange rate board.
- Cross Checking the Documents signs at EOD.
- Managing control on Chubb & Office keys registers.
- FX Spot checking and following up on customer queries.
- Maintain fruitful relationships with current customers and establish good relationships with new ones.

### Documentary Controller AFCO International Store

05/2014 - 10/2018

Salmiya, Kuwait

Agricultural food products company

#### Achievements/Tasks

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.
- Checking the dispensary and expires and packaging and hygiene of products and the store
- managing billing and sales and purchase reports

## EDUCATION

### BCA

South West University, Pune

03/2014

Pune, MH

### PUC

VANI PU COLLEGE, Belthangady

04/2011

Belthangady

### SSLC

Govt High School, Guruvayanakere

04/2009

Guruvayanakere

## SKILLS

MS Office

Accounting

Sales

Excel

Money Exchange

Communication

Management

Economic Research

## PROFESSIONAL SKILLS

- Planning and Scheduling
- Financial Report Creation
- Client Handling
- Branch Management
- Business Management
- Accounting Controller

## HONOR AWARDS

EMPLOYER OF THE MONTH

BEC ( Bahrain Exchange Company )

## LANGUAGES

English

Limited Working Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency

Urdu

Professional Working Proficiency

Kannada

Native or Bilingual Proficiency

## PERSONAL DETAILS

Passport Number : W4665906

Nationality : Indian

## INTERESTS

Documentary Controller

Branch Management

Business Management

Firm Management

Financial Planning

Accounting