

MUHAMMAD UMAR
TANVEER

BRANCH OFFICER



12 Shabiya - Musaffah - Abu
Dhabi - United Arab
Emirates, Abu Dhabi, 00000



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EDUCATION

BACHELOR OF ARTS

University of Punjab / Lahore /
2020

ASSOCIATE OF SCIENCE

Pak Polytechnic Institute /
Lahore / 2014

DAE Electrical

ASSOCIATE OF SCIENCE

New Era Grammar School /
Lahore / 2011

Computer Science

SKILLS

Electronic communication Data
communication performed through
digital means such as computers,
telephone or e-mail.

Maintain financial records Keep track
of and finalise all formal documents
representing the financial transactions
of a business or project.

Maintain records of financial
transactions Collate all the financial
transactions done in the daily
operations of a business and record
them in their respective accounts.

Handle financial transactions
Administer currencies, financial
exchange activities, deposits as well as
company and voucher payments.
Prepare and manage guest accounts
and take payments by cash, credit card
and debit card.

Perform clerical duties Perform
administrative tasks such as filing,
typing up reports and maintaining
mail correspondence.

Resolve customer complaints, guide
them and provide relevant
information

Track transactions on balance sheets
and report any discrepancies

Fulfillment by Amazon Business

LANGUAGES

English

Urdu

Hindi

Arabic

Punjabi

PERSONAL DETAILS

Date of birth: 07-11-1995

Nationality: Pakistani

Visa status: Employed

Marital status: Single

They provide information on the conditions and exchange rates for buying and
selling foreign currencies, make deposits of money, record all foreign exchange
transactions and check for money validity.- Receive/issue cash transaction
instruments like remittance, foreign currency exchange, WPS, Demand draft, TT,
and value added services transaction payments etc. - Collect cash against any
transaction. - Provide cash against transaction / vouchers. - Collect cash against
receipt vouchers.

WORK EXPERIENCE

National Exchange
Company

Mar 2020 - Present
Abu Dhabi

BRANCH OFFICER

Exchange National and foreign currencies, adheres to
work rules, procedures and
Company policies
Exchange National and foreign currencies, adheres to
work rules, procedures and
Company policies
Enter customers' transactions into computers in order to
record transactions and
issue computer-generated receipt. Complete KYC
procedures and formalities.
Managed branch operations and day to day activities like
handling of vault
operations.
Managed branch operations and day to day activities like
handling of vault
operations.
→ WESTERN UNION
→ XPRESS MONEY
→ TRANSFAST
→ SYMEX 9
→ SYMEX .NET
→ COMPLIANCE POLICIES
→ AML, KYC ,CDD,EDD
→ LOYALTY CARD

Paracha Exchange
Company Pvt Ltd:

Feb 2017 - Jan 2018
Lahore,Pakistan

CUSTOMER SERVICE EXECUTIVE
(COUNTER STAFF):

To provide excellent customer service at branch
customer
To attend customers for all business transactions at the
counter.
Attending customers for making Remittance, Currency
exchange, Demand drafts
/ Telex transfer.
To answer customer complaints, branch detail enquiries,
transaction enquiries,
rate enquiries, conversion.
Prepare End of day report.
To provide information of new or additional services.
To provide currency exchange & remittance delivery
information.
To perform a role of marketing & sales executive during
off-peak business hours.
To maintain records, prepares reports and performs
work processing
assignments & related clerical duties.

FATIMA
FERTILIZER
INDUSTRY:

Jan 2015 - Nov 2016
Sheikhupura,Pakistan

ELECTRICAL TECHNICIAN

Oil Field Circuit Breaker (OCB)
Transformer Maintenance
Induction Motor
Turbine working
Poles and Temper
To manage the Electrical engineering and design team

COURSES

Online
Nov 2020 - Nov 2020

HEALTH AND PEACE—WHO
(CERTIFICATE)

Online
Sep 2020 - Sep 2020

PHOTOSHOP-EDUCBA

Online
Oct 2020 - Oct 2020

SILENT SPREADERS-HARVARD MEDICAL
SCHOOL

Online
Feb 2021 - Jul 2022

HOTEL MANAGEMENT- E-LEARNING
COLLEGE

Online
Feb 2021 - Feb 2021

ACCOUNTING AND FINANCE- E-
LEARNING COLLEGE

Online
Mar 2021 - Mar 2021

FOREX TRADING- EUROPEAN OPEN
UNIVERSITY

Online
Jan 2022 - Jun 2022

E-COMMERCE AMAZON