

RESUME

AKBAR ALI KHAN



ADDRESS:

Villa # 2 Al Barsha South. Dubai, UAE

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OBJECTIVE

To be a part of an organization that recognizes my skills and provides me with suitable environment to perform to the best of my ability.

PERSONAL INFORMATION

Date of Birth: 20th, February .1987
Nationality: Indian
Marital Status: Married
Religion: Islam
Passport Number: N2718842
Gender: Male
Visa Status: Work Permit
Licence: LMV

ACADEMIC QUALIFICATIONS

Graduation

Bachelors of Commerce from GVP Hyderabad (India)

High School

Darushifa Govt. High School

Diploma

Civil draftsman / AutoCAD & MEP

RESUME

COMPUTER SKILLS

Basics of Computers
M.S Office (Word, Excel, Power Point)
Typing Speed (35 W/P/M)

PROFESSIONAL SUMMERY

Branch Manager at Al Fardan Exchange LLC (Nakheel Mall Branch) From 07th October 2015 - Till Date



General Responsibilities:

- ☐ Management responsibility for smooth functioning of branch operation in accordance with co's operation procedures.
- ☐ Concentration on Branch budget
- ☐ Liaise with Co's other departments / branches
- ☐ Provide management reports as & when requested
- ☐ Assist new employees for their job training assistance ☐
- Provide performance report of employees
- ☐ Coordination with Human resources with various HR issues like job rotation, transport, etc.
- ☐ To attend customers & make transactions as & when necessary.

Functional Responsibilities:

- ☐ Responsible to handle day to day management of branch operations to ensure efficiency and compliance with operational & security policies.
- ☐ Manage operational functions within the branch including loss control, compliance, customer retention & audit standards.
- ☐ Provide guidance and training to branch personnel on operating problems, handling of exceptions, adjustments & sales.
- ☐ To ensure that all staff has proper knowledge and training related to product and services.
- ☐ To preserve the security of all company assets.

RESUME

Redha Al Ansari Exchange Establishment in UAE

Teller (Motor City Branch)

15th December 2009 till 01st October 2015

- ☐ Greeting Customer's
- ☐ Understanding customer's need and preference. Handling customers and their complaints.
- ☐ Remittance to India, Philippines Bangladesh, Sri Lanka, Indonesia, Nepal and Foreign Currency Transfers.
- ☐ Cheque deposit to banks
- ☐ Opening Bank Accounts for NRI'S ☐
- Cross selling activity
 - ☐ Doing Western Union Transfers, Instant cash transfers, Ezetop, National Bonds, WPS, Du & Etisalat Bill Payment, Credit card payment, Inter Branch Transfers, Fly Dubai & Air Arabia payments. ☐
- Prepare daily and monthly sales reports.
 - ☐ Prepare regular reports and summaries of accounting activities. ☐
- Prepare cash deposits.
 - ☐ Maintain stock statement.
 - ☐ Maintain month end files.
 - ☐ Ensured that there are effective internal controls. ☐
- Follow up Suspicious Transaction Report
 - ☐ Follow up AML Policy ☐

LANGUAGES

- ☐ English (Fluent) ☐
- ☐ Hindi (Fluent) ☐
- ☐ Telugu (Basic) ☐
- ☐ Arabic (Basic) ☐

REFERENCES

- ☐ Will be furnished upon request. ☐