



Salman Moin

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PROFESSIONAL SUMMARY

Seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge. I want to use my excellent networking and communication skill for the overall benefit of the organization.

CAREER EXPERIENCE

Hamdan Exchange Co LLC- Sultanate of Oman - November 2017 to August 2021.

Senior Branch Manager

- Manage daily operation including remittance, currency exchange and cash management.
- Handle the different nationalities transaction and maintain the good relation for business retention.
- Expert in inward & outward remittance and sound knowledge of IMTs products remittance like WU, Xpress Money, Trans fast, Money Gram, Instant Cash, and Ezi-remit.
- Ensure that timely and quality service is rendered to all the customers of the branch. Personally, see to it that no single customer moves out from the branch dissatisfied.
- Achieve the branch sales target on monthly basis and ensure to generate the YOY business growth.
- Monitor day to day transactions of the branch and report unusual, structured, suspicious, backlisted, report AML Transactions on daily basis to Compliance Dept.
- Provide direct coaching mentoring and guidance to all staff and ensure branch staff adhere to the expected customer service levels.
- Dealing with different nationalities customers and handle the queries and complaints and resolve on timely.
- Focus on Business Development and conducting regular marketing activities like Musical Night, Road show, Corporate visiting, camp visiting, society promotion. Attending community activity and participating & organizing sponsorship program to create the brand awareness.
- Conducting joint marketing activity with IMTo product. Arranging co-branded branch branding to create more visibility and customer awareness.

Hamdan Exchange Co LLC- Sultanate of Oman – From April-2007 to Oct-2017

Branch Manager:

- Efficient to running of the branch in profitability.
- Maintained the good relationship with all nationalities customer and always generate new references for future business prospective.
- Manage daily operation including remittance, currency exchange and cash management.
- Attend counter customers, remittance sending and receiving from any part of the world, Issue demand draft, telex, transfer, wire transfer etc.
- Prepare daily report by end of the day and submit it to HO.
- Ensure to achieve the branch transaction & revenue target on monthly basis.
- Keep update to the management about market competition's movement and implement new initiate to enhance to market share.
- Conduct regular marketing activity, camp activity, cold calling, road show to increase the branch overall customer footfall.

Hamdan Exchange Co LLC- Sultanate of Oman – From March-2003 to March-2007

Operation Assistance: -

- Taking care of remittance funding for required correspondent bank
- Taking care of transactions timely credit into beneficiary's account and follow with correspondent bank
- Provide the support to operation manager on their daily work and assist the branches for currency arrangements.
- Keep records for daily branch utilized fund and maintained the records and update the Operation Manager.
- Closely work with Branch Manager for their queries about the transactions paid & cancellations and update on time.

Micron Computer India – from Feb- 1997 to Aug-2002

Hardware and Software technician:

- Assemble and set up the Computer
- Install the software, Maintain, and repair technological equipment
- Manage the software in computer and networking
- Perform troubleshoot activities.
- Install well-functioning LAN/WAN and other network.

Nayaab Handicrafts -India from April-1992 to Dec-1996

Marketing Executive: -

- To promote and develop the handicraft business in assign region.
- To conduct the marketing activity and achieve the sale target.
- Maintain the positive sales growth and creating new ways of enhancement of business.

EDUCATION & PROFESSIONAL SKILL

B.A. – Bachelor's in **Arts** with economics-1999 from Jai Narayan Vyas University, Jodhpur, Raj. India

Diploma (computer) – Diploma holder in **computer awareness** from polytechnic collage, jodhpur, Raj, India

Computer Proficiency – Experienced PC user; Proficient in MS Office applications (Word, Excel & PowerPoint), Adobe Photoshop and Net surfing

TECHNICAL & JOB-RELATED SKILLS

- Good communication and interpersonal skills.
- Time management and organization skills
- Ability of working in a multi-cultural and multi-ethnic environment.
- Adaptive and ability to work under pressure
- Efficient multi-tasking skills, dedicated worker, quick learner, capable of handling work independently
- Good analytical/proactive and problem-solving skills Co-operative and friendly approach towards work and people.
- Showed cooperation when working in a team to achieve common objectives.

Honors & Awards received

- **Received Certificate of appreciation “Best Employee of the Year -2018” by Hamdan Exchange’s Vice Chairman.**
- **Received Excellent Award from Xpress Money Service GCC Head at year- 2018.**

PERSONAL DETAILS

Date of Birth 18th Nov 1971, **Gender- Male**, **Marital Status-** Married, **Nationality** Indian **Languages** English, Urdu, Hindi, Arabic. **Valid Oman Driving License holder.**