



Md Nizam Uddin



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1 MD, GAYATHI, ABU DHABI, UAE 498



02-03-1980



Bangladesh



United Arab Emirates

SKILLS

- Branch Operational Processes and Policies
- Financial Analysis and Planning
- Cash Handling Expertise
- Relationship Building and Management
- Employee Management and Training
- Revenue Generation
- Business Development

EDUCATION

Bachelor of Science,
National university,
Bangladesh

CERTIFICATIONS

- Best employee of the quarter (Oct to Dec 2020)
- Best Branch manager award (Oct to Dec 2019)
- Employee of the month (August 2010)

PROFESSIONAL SUMMARY

Professional with talents in planning, budgeting and forecasting. Reliable Branch Manager focused on KPI oversight and mentoring employees in data processes. Highly-organized branch management professional with extensive experience leading high-achieving banking teams. Strategically plans and forecasts to exceed monthly profit targets. Maintained outstanding branch reputation through diligent staff training.

WORK HISTORY

08/2016 - Current

Branch Manager

AL FARDAN EXCHANGE LLC | Abu Dhabi, UAE

- Designed sales and service strategies to improve revenue and retention.
- Facilitated smooth running of branch operations by verifying consistent compliance with standard operating procedures.
- Maintained confidentiality of bank records and client information to prevent mishandling of data and potential breaches.
- Uncovered and resolved strategic and tactical issues impacting sales management and business operations.
- Developed and implemented new training programs, achieving exceptional staff retention rates.
- Oversaw all aspects of branch management, including sales, revenue and policy enforcement.
- Handled large quantities of cash safely and responsibly throughout deliveries and balancing procedures.
- Provided outstanding customer care, offering friendly greetings, service and accurate currency exchange.

LANGUAGES

English	B2
Upper intermediate	
Bengali	C2
Advance	
Hindi	B2
Upper intermediate	
Urdu	B2
Upper intermediate	
Arabic	B1
Intermediate	

04/2009 - 08/2016

Branch Supervisor

AL FARDAN EXCHANGE LLC | Abu Dhabi, UAE

- Capitalized on industry and marketplace trends to enhance sales solutions and approaches.
- Organized financial data and reports detailing key metrics, completing within agreed timeframes.
- Enhanced operations and implemented technological innovations in collaboration with senior leadership.
- Reviewed sales and expense records to make proactive adjustments to policies and procedures.
- Boosted branch sales by developing and deepening customer loyalty through incentive programs.
- Worked with regional managers on start-up, development and growth of new branches.
- Handled budget preparation and allocated funds to different departments based on needs.
- Organized regular coaching and training exercises with staff to build motivation.
- Created reports on deteriorating trends and fiscal year endlosses.
- Prepared financial statements and analysis for branch.
- Performed monthly and quarterly employee performance appraisals.
- Maintained detailed records of branch office activities.

ADDITIONAL INFORMATION

- Visa Status - Employment
- Religion - Islam
- Driving License - Abu Dhabi, UAE