



# AQIB JAMEEL

## Career Objectives

To apply my knowledge and skills in an effective manner in an organization and align individual objectives to the organization objectives for greater results in a cohesive manner.

## PROFESSIONAL EXPERIENCE

**Sharaf Exchange**  
**Assistant Branch in-charge**  
**29 Dec 2021-Present**

## Job Responsibilities

- Responsible for the overall branch performance and revenue generation.
- Completely aware and also perform branch in-charge duties in the absence of branch manager. This may include such duties as opening and closing the branch, making sure that teller drawers are balanced and vaults are secure.
- Responsible for training new staff and other employees.
- Resolve all customer issues and facilitate new accounts development and recommend appropriate new selling techniques and resolve all customer issues.
- Develop professional relationships with all customer contacts
- Assist branch manager to provide optimal customer services and reconcile receipt and cash payment.
- Coordinate with customers and assist to set up all equipment and monitor all stock transfer and ensure accuracy in same.
- Maintain high standard of services in branch and prepare accurate records.
- Executes foreign currency transaction for clients.
- Establishes local exchange rates for retail customers based on market fluctuations, communicates rates to and directs other staff accordingly.
- Customer Relationship management (CRM)

**Mobile No.** +971586108223

**Email:**  
[aqibjameel97955@gmail.com](mailto:aqibjameel97955@gmail.com)

### **Personal Details:**

**DOB:** 26-MAY-1989

**Marital Status:** married

**Nationality:** Indian

**Visa Status:** Employment  
Visa

### **Address:**

Al shebley , Dubai Investment  
Park2,Dubai UAE

**Languages:** Hindi,English,Urdu

**Emirates India International Exchange L.P.C**  
**Head Cashier**  
**5 Sep 2017-11 Nov 2021**

**Job Responsibilities**

- Maintain a positive work environment for all cashiers.
- Resolve cash till the end of every shift.
- Generate accurate reports for each register.
- Communicate clearly and openly with customers.
- Manage and perform all check-out functions on a daily basis.
- Manage the check-out area and ensure each station remains clean and efficiently run.
- Respond to cashier's requests for price checks and other functions for customer service.
- Listen to customer complaints and question and refer them to assistant manager when required.
- Ensure all stations have adequate cash and change at all times.
- Serve as the primary point of contact for customer service associate.

**Dastarkhwan Restaurant- Lucknow**  
**Branch Incharge**  
**2014-2017**

**Job Responsibilities**

- Welcome customers and help determine their orders.
- Proper Checking of Customers Order.
- Process customer orders and record them in the restaurant database.
- Relay customer's orders to the kitchen staff.
- Ensure all orders are delivered to the customers in a timely manner.
- Resolve amount discrepancies.

**EDUCATION**

- **B.A Economics**- Integral University Lucknow, India.
- **Intermediate** –Career Convent School Vikas Nagar Branch Lucknow, India.
- **High School**- Kendriya Vidyalaya RDSO Branch Lucknow, India.

- Certificate of Anti money laundering.

**Certifications & Interest**

## **Achievements**

- Completed my monthly Cross-selling target each time.
- Appreciated for making profit to the company

**Declaration:** I hereby declare that all the given information above is true and best of my knowledge.