



Thanveer Hussain

PO Box 1287
Dubai UAE
Mob: 050-1814364
Email Id: thanveer7992@gmail.com

A hard working and competent individual with overall years of experience in Branch Sales operations, Business Development, Customer service. I am looking out for creative and challenging career, where I can make a positive impact on organization business by leveraging my abilities, skill sets and experience.

Highlights of Career

- Managing Operations of buying/selling foreign currencies with direct supervision on team members
- Improved Sales operations for daily Business at appointed Branches
- Have build customer Loyalty by effectively resolving customer queries and quickly processing the required transactions targeting customer satisfaction and retention
- Training of staff in Branch operational activities and customer service

Experience

Salim Exchange Uae

since 15 October 2021 to till Date

Asst Branch Manager(Al Quoz Branch)

- Managing operations of buying/selling foreign currencies with direct supervision on team members.
- Responsible for Business Development at the appointed Branch
- Monitoring & working on the improvement of all daily sales operations
- Analyzing and Managing on-time delivery for Customer Transactions
- Adept at Customer building, providing quality customer services, resolving customer queries and complaints, targeting customer care, satisfaction and retention.
- Ensuring smooth functioning of branch operations like cash Operations, sales, holding & error-free completion of product cycles
- Training staff in operational activities of Branch functioning and customer service
- Supervising the team members and motivating them to perform their best.
- Ensured that all process and transactions on day to day activities are adhered to the AML policies, UAE Central Bank regulations & other policies of the exchange
- Directly co- coordinating with Company Camps like System Camp, Enoc camp and Al Ghurair Camp
- Generation of weekly and monthly reports.

Sajwani Exchange Est Uae
Branch Manager

June 2017 till May 2019

As a Branch Manager I was responsible for;

- Managing operations of buying/Selling foreign currencies with Handling of IME, Western Union & Iremit (Send & Receive) at the appointed Branch.
- Responsible for Daily and Monthly Sales Target.
- Responsible for the Branch Business Development
- Responsible for all Branch operational activities including Marketing and Promotions.
- Handling WPS and Bank Transfer-Telex Transfer to Asia Pacific Countries.
- Directly dealing Foreign currencies with customers and Money Exchange House.
- Developed Strong customer relationships to drive customer Satisfaction and revenue growth through customer retention.
- Supervising the team members to perform their best of abilities.
- Preparations of Daily and Monthly MIS reports

Day Exchange LLC-Dubai and Rak
Branch Manager/Accountant

June 2005 till May 2016

As Branch manager I was responsible for;

- Managing operations of buying/Selling foreign currencies with Handling of XpressMoney ,Western Union ,Speed Remit, Iremit .
- Responsible for Daily and Monthly Sales Targets.
- Bank transfers -Telex Transfers to Europe,USA and Asia pacific countries Encoding and uploading
- Dealing with the Cash and Bank transactions.
- Excellent knowledge of Foreign currencies, updating currency rates to customers.
- Responsible for renewal of commercial license and office rent agreement, Police alarm control and sending through G4S to head office.
- Developing strong customer relations for business growth and customer retention.
- Preparations of MIS reports as requested by Head office.

Colortek Paints India Pvt Ltd

Nov 2003 till Nov 2004

Warehouse In-Charge

- Responsible for handling the Warehouse
- Monitoring the daily and monthly sales targets.
- Follow up with sales executives for achieving the sales targets
- Checking and updating available stock and ordering the required products
- Day to day Voucher and Inventory updations.
- Handling of all Administrative work of the warehouse
- Dealing with cash and bank transactions and handling petty cash.

Bhat Sharma & Associates (Chartered Accountants)

Jun 2002 till Oct 2003

Audit Staff

- Responsible for handling Journal and Subsidiary books.
 - Day to day Vouching, posting & cross verification
 - Responsible with Cash and Bank Reconciliation.
 - Handling Purchase & Sales register and preparation of Bank Audit
 - Responsible for filing of Sales Tax and Income Tax
- Finalization of Accounts(Trail Balance .P&L a/c & balance sheet)

Education : Master of Commerce (M.Com)Mysore University India
Bachelors in Commerce (B.Com)Mangalore University India

Computer Skills:

- Diploma Certificate in Computer Application(DCA) Mangalore
- Excellent Knowledge of Symex Software ,Fx Plus Software & Tally 7.2
- Excellent Knowledge of MS Office

Personal profile:

Nationality : Indian
Passport No : U3976196
Interests : Sports, Travel, Socializing and Voluntary activities
Language : English, Arabic, Hindi, Kannada and Malayalam
Visa Status : Residence Visa
References : References are available upon request.

The Above information submitted by me is true to my knowledge, and on the merits of my candidature, I hereby submit my resume for a suitable job in your esteemed organization.

Thanveer Hussain

