



# HIRA QURESHI

Senior Remittance/Cash Officer

## About Me

A highly motivated person with 10 years of experience in customer service, currency exchange, experienced in AML and CFT.



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Al Rashidya, Ajman, UAE.



Resident visa Valid 2 Years



10-Jan-88, Pakistani



Single

## LANGUAGE

- English
- Urdu / Hindi

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- customer Negotiation
- Critical Thinking
- Leadership

## EXPERIENCE

**AA Money Exchange**  
**Senior Remittance Officer**  
**Dec-2019 - Feb-2023**

As Remittance Officer ensures that clients receive the highest possible standards of currency exchange service at all times. Customer queries are addressed and appropriate remittance services are recommended. Processes remittances using a computerized remittance system in an accurate and timely manner. Assists in administrative tasks as assigned.

**PBS Currency Exchange (Airport branch Lahore)**  
**Senior Exchange Cashier**  
**Jan-2016 - Nov-2019**

Job involves completing exchange transactions with accuracy and efficiency, opening and closing branches as needed, following compliance, health and safety, and company standards, performing administrative and customer service tasks, and maintaining and balancing cash float and daily reports.

**Toyota showroom**  
**Sales Executive**  
**Apr-2013 - Jun-2015**

As a sales representative responsible for finding and engaging with potential customers, presenting the company's products and services, and closing deals

## EDUCATION

**Punjab university**  
Bachelor of Arts  
Apr-2015-Aug-2017

**Ladies club model town**  
Diploma in Microsoft Office  
Jan-2013-Aug-2013

## SKILLS SUMMARY

Cash management	<div></div>
Exchange transactions	<div></div>
Hedge funds	<div></div>
Sales reports	<div></div>