



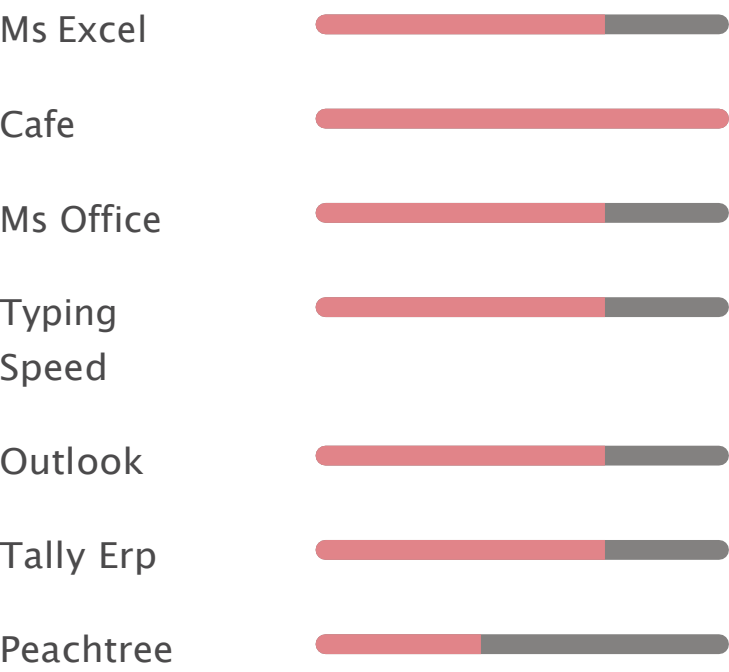
Mohamed Safvan

Branch Operations Supervisor

CONTACT

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SKILLS



LANGUAGES

English	Professional Proficiency
Hindi	Professional Proficiency
Tamil	Elementary Proficiency
Malayalam	Native Proficiency
Arabic	Elementary Proficiency

ORGANIZATIONS

03/2021–Present	Sharaf Exchange LLC Branch Supervisor
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HOBBIES

Cricket	Traveling
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OBJECTIVE

Performance–oriented and confident leader with a Business Administration degree and 2.5 + years of supervising experience. Ability to use strong communication and collaboration skills to help teams, find their potential and exceed company expectations.

EDUCATION

06/2016-05/2019	Bachelor Of Business Administration University Of Calicut
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EXPERIENCE

Sharaf Exchange LLC Dubai,UAE 03/2021-Present	Branch Operations Supervisor <ul style="list-style-type: none">• Balancing the cash at the end of the day, preparing necessary reports and sending to higher management.• Ensured the efficient daily operation of the branch including sales, customer service, and supervision.• Check security and safety in accordance with the organization's objectives.• Effective resource utilization, monitor and enhance the performance and productivity of customer service team.• Ensured the company Anti– Money Laundering policies and procedures are strictly adhered to.• Ensured front office procedures and controls are being adhered by branch staff.• WPS Company Registration, KYC, Salary processing cash, cheques or account transfers and salary authorization.• Create monthly target tracking spreadsheet to monitor the business.• Tracking active and inactive customer details.• Supported sales promotion activities including promotional campaigns and marketing.• Performed other duties as per the requirement or instructions from the management.• Efficiently handled branch operations in absence of manager.• Support for Digital Marketing.
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CERTIFICATES

06/2019-10/2019 Tally Erp 9	IPA Kerala ,India Completed Tally ACE course with Grade A
06/2019-10/2019 CPIFA	IPA Kerala,India Certified Professional in Indian and Foreign Accounting

REFERENCES

Area Manager Sharaf Exchange LLC	Ramshad Mooppantakath +971565353621 ramshad@sharafexchange.com
Branch Manager Sharaf Exchange LLC	Muneer Kondath +971524138979 muneer.kondath@sharafexchange.com