



## NASIR SHAHZAD

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### Career Objective

To work and grow in a professional organization that offers a challenging and responsible work atmosphere. To use my acquired knowledge and experience to accomplish individual goals while realizing organizational goals.

### Professional Experience:

#### Currently Working:

##### Al Ghurair International Exchange (Present)

- **Branch Supervisor** (May 2023 to Till Date)
  - **Responsibilities:** Managing Branch Staff Roster, Assigning Branch Target to the Staff, Monitoring and Focusing Branch Staff Activity, Managing and Handling Daily basis Cash Flow, Monitoring and Handling Customers Queries and Complaints, Focusing on Branch Revenue and Number of Transaction, Daily Branch Closing Reports and Update to Line Manager, Scheduling Branch Marketing Activities and Promotions, Coordinating with Corridor Supervisors and MTO's Corridor, ETC.
- **Branch Compliance Officer** (June 2022-April 2023)
  - **Responsibilities:** Clearing ISTR and Reassigned ISTR, Communicate with Customer for Required Documents for Releasing transactions, Updating KPI and AML and guide to other staff regarding updates memo regarding compliance, Monitoring and Keeping Records of Highest Value Transactions (FC and Remittance), Clearing all customers queries regarding Compliance, Monitoring CID, CDD and EDD ETC.
- **Remittance Staff** (December 2018-May 2022)
  - **Responsibilities:** Managing all the cash transactions in the workplace. Looking after the forex dealing. Do the remittances of different countries. Do the salary payment and submission of the salaries of employees. Working on WPS SYSTEM and registration of the new companies. Preparing of all report (Forex, Daily cash reports, day end Report) daily. Providing the best services to the customers

#### 1. Travel Palace Pvt LTD

- **Ticketing Sales Officer** (May 2017 - December 2017)
  - **Responsibilities:** Handle Umrah Package, Sale Flight Ticket and Booking Hotel/Resorts for the Customer through corresponding agents, Monthly Closing Reports and submit to Airlines, Achieving Targets and communicate to Organizations Monitoring officers, Managing and handling Cash of Sold-out Tickets, Monitoring Sales, Customer Representative, Sales Record etc.

#### 2. Askari Bank Limited.

- **Internship in General Banking and Operations** (June 2015 – September 2015)
  - **Responsibilities:** Offered friendly, efficient customer services and challenging situations with ease. Handling and Updating Customers Records and Accounts, Maintaining Expenses, Balance Sheets, Credit and Debit Record Maintaining, Dealing Customer's Locker, Filing and Managing File Records etc.

### 3. SIGMA Motors Ltd Range/Land Rover.

- **Store Helper** (Jan 2010 – October 2012)
  - **Responsibilities:** Emailing and Updating Online Orders, Handling and Dealing Stock Issuance and Stock Receiving, Loading and Unloading Stock, Stock taking, Handling Inventory Stock (Inventory Sheet) and updating, Updating Expenses in Excel Sheets, Handling Data Base and Backup of the Previous Records etc.

### Education and Training Award Information:

#### 1. **Preston University Islamabad** (September 2016)

- **Bachelor Science in Computer Science (BSCS Hon's 4 Years)**

Grade/GPA: 3.6 CGPA ( $\frac{3.6}{4.00}$ ).

#### 2. **Askari College Rawalpindi** (October 2009)

- **Intermediate In Computer Science (ICS)**  
Grade B

#### 3. **Federal Govt Technical High School** (June 2007)

- **Matriculation With Science (10<sup>th</sup>)**  
Grade B

#### 1. **Auto Cad** (August 2009)

- **Construction Technical Training Institute Islamabad** (August 2009)  
Grade A

#### 2. **Civil Draftsman** (June 2009)

- **Al Noor Technical Training Institute** (August 2009)  
Grade A

### Projects and Award Certification

#### 1. **Project Merit Certificate** (May 2016)

- **Preston University Islamabad.**  
❖ Android Based Project (ICO Share)

#### 3. **Best Star Employee of the Month** (November 2019)

- **AL Ghurair International Exchange.**  
❖ Awarded With Cash Prize and Certificate.

### Personal Detail Information

<b>Father's Name:</b>	Muhammad Shabbir,	<b>Country of Birth:</b>	Pakistan
<b>Date of Birth:</b>	03, September 1988,	<b>Religious:</b>	Islam
<b>Passport Number:</b>	RS5149963,	<b>Passport Expiry:</b>	28, September 2031
<b>Marital Status:</b>	Married,	<b>Visa Status:</b>	Employment
<b>Visa Expiry:</b>	10 <sup>th</sup> February 2025,	<b>Gender:</b>	Male
<b>Driving License:</b>	Issue Place Dubai-UAE (Expiry <b>Dec 2025</b> )		
<b>Languages:</b>	URDU, PUNJABI, ENGLISH, POTHOHARI		