



**ZEESHAN AMER**  
Assistant Branch In-charge

## CONTACT DETAILS

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**Place:** Alain, UAE.

**Driving License:** UAE Driving License

## CORE COMPETENCIES

- Customer Retention
- International Banking
- Management Information
- Portfolio Management
- Change Management
- Client Relations
- Negotiating Skills
- Business Modeling
- Corporate Banking

## QUALIFICATION

- **Bachelors of Commerce (B.COM)**  
University of Punjab, Pakistan  
(2009)
- **Intermediate in Commerce (I.COM)**  
Raees-ul-Ahrar College of  
Commerce, Pakistan (2007)

## CAREER SUMMARY

Having more than 9 years of managerial experience as an **Assistant Branch In-charge (ABI)** in **Emirates India International Exchange**, I am possessing strong leadership and dynamism, necessary to provide quality service of the highest order and the efficiency to drive products' competitive advantages. I can offer comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart and act fast.

## PROFESSIONAL EXPERIENCE

### ASSISTANT BRANCH INCHARGE

Nov 2012 to present

**EIIE - Emirates India International Exchange**  
**Alain, United Arab Emirates.**

Key Responsibilities:

- Issuing Demand Draft, Telegraphic Transfers, Mail Transfers, WPS, RTGS & NEFT Transfers.
- Handling WPS, electronic salary transfer system to allow corporate sectors to pay worker's wages.
- Maintains the Petty cash float, prepares Reimbursement claims, Accepting cash and deal in foreign currency.
- Receives issue receipts and deposits all cheques collected from external and internal clients.
- Posting daily vouchers [Receipts, Other Payments, and Journal Vouchers] and reporting to the Head Office.
- Resolve customer complaints promptly and efficiently.
- Move on marketing & visiting camp of different companies to increase business.
- Worked on Express Money, Money Gram, Instant Cash, Western Union, Transfast, IME Operator to send remittances across the globe as per customer instructions, strictly adhering to anti money laundering rules.
- Manage daily operations of branch in the absence of Branch Manager.
- Register new WPS companies (employee registration, SIF files, processing salary to Central Bank).
- Handling branch responsibilities and assist BM to operate the branch in line with company procedures.
- Monitoring daily transactions through AML software and reporting to AML officer, if any suspicious transaction found.

### ACCOUNTS OFFICER

Feb 2012 - Sep 2012

**M/s Trans Arabian Travel Services**  
**Islamabad, Pakistan.**

Key Responsibilities:

- Compile and analyze financial information to prepare entries for accounts, such as general ledger, miscellaneous entries like food, petrol & stationary etc.
- Prepare profit and loss statements, monthly closing and cost accounting reports.
- Handling of customers in case delays or cancels flights.
- Responsibilities for passenger's documents and passport check as per the guideline of emigration.

### ADMIN & OPERATIONS ASSISTANT

May 2010 - Jan 2011

**RBS – Royal Bank of Scotland / Faysal Bank**  
**Islamabad, Pakistan.**

Key Responsibilities:

- Research price and purchase office furniture and supplies.
- Maintain hard copy and electronic filing system.
- Perform general clerical duties to include but not limited to photocopies faxing mailing and filing.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules & attendance sheet as Branch Assistant Teller
- Responsibility to scouted cheques.
- Update bank purchasing slips and vouchers
- Handle all incoming & outgoing cheques and records to clearing house
- Daily prepare balance sheet for financial balancing in the end of the day.
- Transfer intercity clearing in customer account.

### CSO AND INSPECTION OFFICER

May 2009 - May 2010

**M/s Western Union Operator (Exchange)**  
**Sialkot, Pakistan.**

Key Responsibilities:

- Research price and purchase office furniture and supplies. Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules attendance sheet Branch Assistant Teller
- Responsibility to scouted cheques. Update bank purchasing slips and vouchers
- Handle all incoming & outgoing cheques and records to clearing house
- Daily prepare balance sheet for financial balancing in the end of the day.
- Transfer intercity clearing in customer account.