

Salman Ali

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Professional Summary:

Highly motivated professional with over 09 years of diverse experience in Marketing, Data Entry Clerk & Exchange Sector.

Seeking a growth oriented job in a highly competitive environment, where my intentions, education & my capabilities can be utilized for mutual benefits & interest in efficient manner.

Work Experience:

Branch Supervisor

Dec 2019 - Present Date

Redha Al Ansari Exchange Dubai United Arab Emirates.

- Branch Supervision.
- Customer Service.
- Miscellaneous reporting (Branch Affairs, Staff Issues).
- Handling Cash, inwards/outwards transactions.
- Clearing Compliance according to bank policies.
- Making and sending monthly reports.

Trainings:

- Anti-Money Laundering.
- Compliance.
- Branch Supervision.
- Risk Management.

Baacha Khan Trust Education Foundation Peshawar (Pakistan)

- Managing employee's records & Documentation.
- · Assisting with recruitment & selection process for teaching faculty.
- · Supervising Employees day-to-day tasks.
- Handling employee inquiries, resolving grievances, and promoting positive work environment.
- · Managing overall workflow.
- Ensuring adherence to relevant employment laws, regulations & organizational policies, including those related to diversity, equity and inclusions.

Marketing Coordinator / Assistant Jun 2015 - May 2017

Philip Morris International Mardan (Pakistan)

- · Managing Calendars for Meetings.
- Assisting in market research activities, including gathering data, preparing presentations to support market strategy.
- · Monitoring Brand mentions.
- Assisting in the development & distribution of marketing communications. Including press release, pamphlets, & other promotional materials.

Data Entry Clerk (Part Time)

July 2014 – Feb 2015

Silk Touch Textiles Birmingham United Kingdom

- Entering Production Data.
- Timekeeping and attendance of employee, hours worked, over time and leave requests for payroll and scheduling purpose.
- Organizing and maintaining electronic & physical files containing records and reports & other relevant documents.
- Providing training and support to other employees on data entry procedures, system usage & best practice to maintain data integrity & consistency.

Qualifications:

<u>Sr</u>	<u>TITLE</u>	<u>Dated</u>
<u>1.</u>	Master of Business Administration	<u>2015</u>
	Anglia Ruskin University UK	

<u>2.</u>	Extended Diploma in Business Management Cromwell College of IT & Management London UK	2013
<u>3.</u>	Fsc Computer Science Islamia College Peshawar	2010
<u>4.</u>	SSC (Science) Saeed Public High School, Charsadda	2008

Skills:

- Communication.
- Time Management.
- · Physical strength.
- MS Office.
- · Compliance.
- · Comfortable working with computer for inputting and retrieving data.
- Team Management.

Languages:

- English.
- Urdu.
- Pashto.

Interests:

- Reading Books.
- Travelling.
- Current Affairs.
- Sports.

References:

References will be provided on demand.