

Mujtaba Iqbal

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CAREER OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.

PROFESSIONAL WORK EXPERIENCE:

Organization: Sharaf Exchange LLC

Tenure: October 2018 to till date

Current Designation: Branch Supervisor



Roles & Responsibilities:

- Cash Handling
- Maintaining Customer Service at branch
- Arranging/managing all types of branch requirements i.e currencies, cash, stationary etc
- Dealing with remittance/WPS/ Payroll, all type of branch operations.
- Maintaining branch files, registers and other documents.
- Supervision and training of branch staff.
- Attending calls and checking emails and responding them accordingly.
- Indoor/counter and sometimes outdoor marketing activities to meet branch targets.
- Selling financial products providing by company.
- Learning new rules and regulations and training staff with updated knowledge.

ACADEMIC QUALIFICATION:

DEGREE/CERTIFICATION	EXAMINING BODY	YEAR
Masters of Business Administration MBA	Capital University Of Science & Technology, Islamabad	2017
Bachelor of Arts BA (Economics)	University Of Azad Jammu & Kashmir University, Muzaffarabad	2013

ADDITIONAL SKILLS:

- MS Office
- HTML Coding
- Good Communication skills
- Team Work

PERSONAL INFORMATION:

Languages: English, Urdu, Punjabi D.O.B: 10/10/1991

Driving License: UAE Light vehicle driving license

Availability to join: One-month notice period if getting new job offer letter.