

AKBAR ALI KHAN

SUMMARY

Versatile Branch Manager offers financial consulting, cash handling and employee coaching and training expertise coupled with outstanding time management and conflict resolution skills. Seasoned leader with 14 years of experience overseeing day-to-day operations of branch. Committed to finding creative ways to motivate employees to exceed customer service and sales goals.

EXPERIENCE

Branch Manager, 10/2015 - Current

Al Fardan Exchange LLC - Palm Jumeirah Dubai, UAE

- Management responsibility for smooth functioning of branch operation in accordance with co's operation procedures
- Concentration on Branch budget
- Liaise with Co's other departments / branches
- Provide management reports as & when requested
- Assist new employees for their job training assistance
- Provide performance report of employees
- Coordination with Human resources with various HR issues like job rotation, transport, etc
- To attend customers & make transactions as & when necessary
- Functional Responsibilities:
- Responsible to handle day to day management of branch operations to ensure efficiency and compliance with operational & security policies
- Manage operational functions within the branch including loss control, compliance, customer retention & audit standards
- Provide guidance and training to branch personnel on operating problems, handling of exceptions, adjustments & sales
- To ensure that all staff has proper knowledge and training related to product and services
- To preserve the security of all company assets

Teller, 12/2009 - 10/2015

Redha Al Ansari Exchange - Dubai, UAE

- Greeting Customer's
- Understanding customer's need and preference
- Handling customers and their complaints
- Remittance to India, Philippines Bangladesh, Sri Lanka, Indonesia,



CONTACT

Address: Villa # 2 Al Barsha South
Dubai

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SKILLS

- **COMPUTER SKILLS**
 - Basics of Computers
 - M.S Office (Word, Excel, Power Point)
 - Typing Speed (35 W/P/M)
 - **Relationship Building**
 - **Banking Products and Services**
 - **Excels in Team Leadership**
 - **Regulatory Compliance**
 - **Business Development**
 - **Customer Service**
 - **Branch Operations Management**
 - **Critical Thinking**
 - **Strategy Development**
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LANGUAGES

English (Fluent)
Hindi (Fluent)
Telugu (Basic)
Arabic (Basic)

- Nepal and Foreign Currency Transfers
 - Cheque deposit to banks
 - Opening Bank Accounts for NRI'S
 - Cross selling activity
 - Doing Western Union Transfers, Instant cash transfers, Ezetop,
 - National Bonds, WPS, Du & Etisalat Bill Payment, Credit card payment, Inter Branch Transfers, Fly Dubai & Air Arabia payments
 - Prepare daily and monthly sales reports
 - Prepare regular reports and summaries of accounting activities
 - Prepare cash deposits
 - Maintain stock statement
 - Maintain month end files
 - Ensured that there are effective internal controls
 - Follow up Suspicious Transaction Report
 - Follow up AML Policy
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EDUCATION AND TRAINING

Bachelor of Commerce

GVP HYDERABAD - INDIA

CIVIL DRAFTSMAN/AutoCAD & MEP

DIPLOMA

HIGH SCHOOL

DARUSHIFA GOVT. HIGH SCHOOL - HYDERABAD

ADDITIONAL INFORMATION

Nationality - **Indian**

Date of Birth - **20/02/1987**

Marital status - **Married**

Gender - **Male**

Religion - **Islam**

UAE Visa status - **Work Permit**

Driving License - **LMV**

REFERENCES

REFERENCES Will be furnished upon request.