

# Muhammad Naveed



**Phone:** (+92) 3045990954



**Email address:** m.naveed.malic.official@gmail.com



**Address:** 5/291 S# Eman Marriage Hall M B Din

## Professional summary

---

Proven Operations Officer with a track record of enhancing client satisfaction and optimizing currency trading performance at Sky Currency Exchange Pvt Ltd (Gojra Branch). Expert in foreign exchange trading and adept at maintaining composure under pressure, significantly impacting client portfolios through strategic currency pair analysis and trading psychology.

## Professional experience

---

### Operations Manager Sky Exchange Pvt Ltd.

February 2023 – Till Now

- Maintained detailed records of transactions, ensuring compliance with company policies and regulatory requirements.
- Built strong relationships with clients through excellent communication and personalized service.
- Enhanced client satisfaction by providing timely and accurate currency exchange services.
- Provided support during high-stress situations such as extreme market volatility or system failures while maintaining composure under pressure.
- Evaluated various currency pairs' historical price movements to predict future trends impacting client portfolios positively.
- Collaborated with team members to develop strategies for optimizing currency trading performance.

### Junior Software Developer Wellcreator

Jan 2022 - January 2023

- Developing Software UX UI designs using bootstrap , Python, Java.
- Creating databases.
- Project planning and work structure.
- Analysis of project to optimize conversion rates and costs
- Management of the company's website to ensure optimal user experience and high conversion rates

### Senior Teacher Stamford Grammar School Lahore

2020 January - December 2021

- Teaches science subjects on matriculation and O Level
  - Conducting science practicals and Coding classes.
-

## Education

---

Bachelors in Computer Science, University of The Punjab, Lahore

September 2017 – November 2021 (Due to Covid result announces on May 2022)

Research project on the School Management Software.

Intermediate ,Govt Islamia College Civil Lines Lahore.

Pre Engineering.

June 2014 – August 2016

Matriculation, Stamford Grammar School Lahore.

Computer Science.

March 2012 – March 2014

## Languages

---

English (Level C2)

Urdu Mother Language

## Skills

---

- AML/Compliance
- MoneyGram
- Western Union
- Ria Money Transfer
- Wall Soft Forex
- Foreign Currency Validation
- Online Forex Charts
- Customer Dealing
- MS Excel
- MS Word

## Hobbies and interest

---

- Social Gatherings. It helps me to get new work methodologies and visions by interacting peoples.
- Case Studies of different business strategies and working methods.
- Sketching and drawing.