

## Curriculum vitae

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### OBJECTIVE

My work experience has provided me valuable training and guidance and I feel that I had been given any Responsibility, I will serve as better as I can.

### PROFESSIONAL WORK EXPERIENCE

I had worked in Ghafat Restaurant as a Manager from 1 Jan 2024 till Sep 2024

#### **Ghafat Restaurant (Dubai) 1 Jan 2024– Till 30 Sep 2024**

##### **Responsibilities**

- Hiring and Train Staff
- Manage the Restaurants Revenue
- Devise and implement marketing strategies
- Interreact with customers and handle their complaints
- Processing VAT for every quarter

#### **Topian Spirit Trust Academic Campus (Rashidabad) Oct 2011 – Dec 2023**

I had worked in Topian Spirit Trust Academic Campus at Rashidabad Tando Allahyar as a HR Officer from 2011 till 2023

##### **Responsibilities**

- Recruitment and Hiring the Right Employee
- Managing Approx 200 Employees database
- Managing ZKTIME Biometric for Employees Daily Attendance
- Managing Leave Records
- Manage Employee Benefits Through (RMS)
- Handle Disciplinary Actions
- Create a Safe Work Environment
- Supporting Health and Wellness
- Administrative work coordinates and organizing office Activities and operations
- Ability to work in different shifts



#### **Travelex Exchange (Abu Dhabi Airport T3) Aug 2017 – Oct 2020**

I had Worked in Travelex at Abu Dhabi Airport terminal 3 as a Team Leader since 20 Aug 2017 till 19<sup>th</sup> Oct 2020.

##### **Responsibilities**

- Foreign Currency Exchange
- Remittance
- AML Rules are strictly following
- Safe Custodian During Shift hours
- Arranging Stock and Inventory Management
- Reconcile all Integrated reports at Shift end
- Dealing with Transguard to handover Proper shift
- OCR



#### **SHARAF EXCHANGE LLC (Abu Dhabi) May 2014 – July 2017**

I had worked in Sharaf Exchange as a Branch in charge Since 4<sup>th</sup> May 2014 till July 2017.

**Responsibilities**

- Foreign Currency Exchange
- Operating Casmex for preparing transaction all over the world
- Processing WPS files (Wages Protection System)
- Transfast Software
- Handling Petty Cash
- Receipts and Payment Vouchers
- IME Remittance all over the world
- Himal Remit
- Instant Cash
- Depositing and withdrawing cash for ATM Machine



**Al Nebal International Exchange (Dubai) Jan 2012 – Dec 2013**

I had worked in Al Nebal International Exchange as a Head Teller since 01 Jan 2012 till 31<sup>st</sup> Dec 2013.

**Responsibilities**

- Ensure highest level of customer service
- Ensure company Anti Money Laundering Policies and Procedures are strictly following
- The security of user Id / Pswd for Program
- Balancing the cash at the end of the day and preparing necessary Reports
- Correctly entering transaction data into system Symex Version 6.0
- Handling Safe Key/ Custodian
- Time Management of Staff
- Remittance Transfer/ U Remit
- TT Purchase / Sale
- FC Exchange
- Western union
- Xpress Money
- Prabu Transfer
- WPS (Wages Protection System)
- EzeTop (Balance Recharge)
- Leader Transfer, Currency send/received (all over Russia)



**Khushhali Bank Ltd (Tando Muhammad Khan Pakistan) Nov 2010 – Nov 2011**

I had worked in Khushhali Bank Ltd in Pakistan as Credit Officer since Nov 2010 in till 3<sup>rd</sup> Nov 2011.

**Responsibilities**

- Handling 700 Clients Portfolio Individually
- Cash flow of the borrower
- Individual loan application processing
- Conducting routine meetings
- Conducting monthly meetings
- Ensuring proper utilization of loan amount
- Ensuring recovery collection on Due Date



## **(Bank Islami Pakistan) Oct 2009 – May 2010**

I had worked for 6 months in Bank Islami Pakistan as a Business Development Officer and worked in Retail Banking and also deals with cash and account opening department.

### **Responsibilities**

- Bring Deposits
- Create close relationships with the borrowers
- Also deals in Cash Department
- Processed account opening procedure as per bank policy



## **QUALIFICATION**

- MBA (HRM) from Sindh university Jamshoro Pakistan in 2010
- BBA (Commerce) Sindh university Jamshoro Pakistan in 2007
- Intermediate (Pre Eng) from BISE Hyderabad Pakistan in 1996
- Matriculation from BISE Hyderabad Pakistan in 1994



## **COMUNICATION SKILLS**

- Having Good knowledge of computer Microsoft Word & excel.
- Having Good knowledge English speaking & writing.
- Excellent communication and convincing skills.
- Team player with leadership abilities
- Highly motivated and able to work on their own initiative
- Good supervisory skills



## **PERSONAL INFORMATION**

- Date of Birth: February 01,1982
- Passport no: AD8940264
- Nationality: Pakistani
- Marital Status: Married
- Dependent 5
- Visa Residence Visa Cancelled
- Expire 30.9.24 (Grace Period 30.10.2024)
- Joining **Immediately**

## **HOBBIES**

- Playing Badminton, Snooker, Swimming, Cricket
- All Pakistan Junior Champion under 15 in Badminton at Lahore Sports Complex.
- Reference Available on Request





