

Imran Khan Hamad

Assistant Branch Manager

Experience professional in Banking, Branch Management, Accounts and Money Exchange



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Bur Dubai , United Arab Emirates, Al Satwa, Dubai

WORK EXPERIENCE

Assistant Branch Manager Bahrain Exchange Company

11/2018 - 07/2024

Salmiya, Kuwait

International Currency exchange company

Achievements/Tasks

- Handling Foreign Currency, Manage daily operations, especially customer service and finance activities, and make improvements as needed.
- Managing EOD Reports like Stock Inquiry Reports, Third Party Reconciliations, System Shut downs, Check Clearance, Cash dispensaries etc.
- Documentation of Cash transfer to AMSS / ASI.
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error free completion of product cycles.
- keeping the tracking daily exchange rate ensuring the daily update of exchange rate board.
- Cross Checking the Documents signs at EOD.
- Managing control on Chubb & Office keys registers.
- FX Spot checking and following up on customer queries.
- Maintain fruitful relationships with current customers and establish good relationships with new ones.

Documentary Controller AFCO International Store

05/2014 - 10/2018

Salmiya, Kuwait

Agricultural food products company

Achievements/Tasks

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.
- Checking the dispensary and expires and packaging and hygiene of products and the store
- managing billing and sales and purchase reports

EDUCATION

BCA

South West University, Pune

03/2014

Pune, MH

PUC

VANI PU COLLEGE, Belthangady

04/2011

Belthangady

SSLC

Govt High School, Guruvayanakere

04/2009

Guruvayanakere

SKILLS

MS Office

Accounting

Sales

Excel

Money Exchange

Communication

Management

Economic Research

PROFESSIONAL SKILLS

- Planning and Scheduling
- Financial Report Creation
- Client Handling
- Branch Management
- Business Management
- Accounting Controller

HONOR AWARDS

EMPLOYER OF THE MONTH

BEC (Bahrain Exchange Company)

LANGUAGES

English

Limited Working Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency

Urdu

Professional Working Proficiency

Kannada

Native or Bilingual Proficiency

PERSONAL DETAILS

Passport Number : W4665906

Nationality : Indian

INTERESTS

Documentary Controller

Branch Management

Business Management

Firm Management

Financial Planning

Accounting