



MUHAMMAD WIQAS

Assistant Branch Manager

Contact Me

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Ruwais Adnoc Housing Society, Abu Dhabi, United Arab Emirates

Birth Date: 01/June/1992

Summary

A competent professional with nearly 8 years of experience in Cashing, Marketing, Relationship and Administrative Management.

- * Associated with AL ANSARI EXCHANGE LLC, Abu Dhabi as Assistant Branch Manager
- * Proficient in leading dedicated teams for running successful business operations and experience of developing procedures & service standards for business excellence
- * A keen planner, strategist & implementer with demonstrated abilities in devising marketing activities and accelerating the business growth.
- * Abilities in handling all service activities, analyzing market trends & establishing healthy & prolonged business relations with clients.
- * Skilled in performing all banking operations effectively & efficiently, coordinating with various departments & managing a variety of branch banking operations.
- An effective communicator with excellent relationship building & interpersonal skills

Work Experience

AI Ansari Exchange LLC

2021 – Present

Assistant Branch Manager

Job Responsibilities

- Supported daily branch operations including currency exchange, remittance services, and customer transactions.
- Ensured strict compliance with AML, KYC, and Central Bank regulations.
- Supervised and trained staff, managed schedules, and maintained high service standards.
- Assisted in achieving sales targets and promoting financial products to walk-in customers.
- Handled customer escalations and resolved issues to ensure satisfaction and retention.
- Monitored cash flow, currency stock levels, and transaction accuracy.
- Prepared and submitted operational and compliance reports to senior management.

UAE Exchange Centre LLC

2018 - 2021

Branch Teller Operation

Job Responsibilities

- Providing customers, a personalized, friendly and efficient cashiering service.
- Taking payments from customers via cash, cheques and credit cards.
- Entering purchases into a cash register then calculating the total purchase price.
- Responsible for the accurate and timely allocation of cash.
- In charge of daily cashbook management and also bank reconciliations.
- Banking a large volume of cheques and cash daily.
- Identifying potential sales leads and referring them to colleagues.
- Recording of monies received and paid out.
- Undertaking till balancing & administration activities in an efficient manner.

- Helping to resolve customer complaints.
- Assisting with shelf stacking, sticking prices on items etc.
- Training new cashiers.
- Sorting, counting, and wrapping currency and coins.
- Compiling and maintaining monetary and also non-monetary reports

Education

National University Of Modern Languages

Islamabad

2013 - 2015

Master Of Commerce

University Of Peshawar

2010 - 2012

Bachelor Of Commerce

BTE Peshawar

2008 - 2010

Diploma In Commerce

BISE MARDAN

2006 – 2008

Matric

Skills

Branch operations

Managerial skills

Problem solving

Languages

English, Urdu, Hindi, Punjabi, Pushto, basic Arabic

Interests

Music, Travelling, swimming, hiking, hunting, Driving