



HARJINDERSINGH

BRANCH SUPERVISOR

CONTACT

☎ 0563346251

✉ harj.singh2684@gmail.com

📍 JABEL ALI DUBAI

EDUCATION

PUNJAB TECHNICAL
UNIVERSITY

- Msc IT

D A V COLLEGE HOSHIARPUR

- Bachelor of Arts
(Math Economics)

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership

PROFILE

Accomplished, result-driven customer service professional skilled at providing superior service, seeking a management position in exchange. I have completed Master (Msc.IT) with 16+year experience in Accounts, Management, Administration, Customer Service, and Marketing.

Highly qualified in service based position requiring an emphasis of customer client satisfaction in a fast-paced environment.

WORK EXPERIENCE

ALRAZOUKI INTERNATIONAL
EXCHANGE CO. LLC

2016 TO PRESENT

- Customer Complaints, operation & Marketing analysis, workplace safety, direct marketing and mailing effort.
- Lead, mentor, and manage a high-performing marketing team, fostering a collaborative and results-driven work environment.
- Consistently exceeded sales goal by creatively influence their decision to make a remittance, explain product feature and offered best choice for remittance
- Performed duties as Branch Money Laundering Reporting Officer (BMLRO), ensuring adherence to AML/CFT regulations.- Filed STRs/SARs, maintained compliance documentation, and provided training on anti-money laundering protocols

INTERNATIONAL TRACTORS LTD.
ACCOUNTANT

2013 TO 2015

- Prepare various financial reports and submit it to regulatory agencies.
- Maintain records of all data and evaluate it to recommend product improvements.
- Managing & making Records of all Company Assets

PERSONAL INFORMATION

- DOB: 26-08-1983
- MARITAL STATUS: MARRIED
- NATIONALITY : INDIAN

LANGUAGES

- English
- Panjabi
- Hindi

THE PANDORI MEHTWAN COOPERATIVE AGRICULTURE SOCIETY

2008 TO 2013

MANGER

- Maintained official records including member registers, account books.
- Coordinated with Punjab State Cooperative Bank for agricultural loans, subsidy applications, and financial assistance.
- Managed procurement and distribution of agricultural inputs such as fertilizers, seeds, and pesticides.

SOFTWARE KNOWN

- CASMEX- A Commonly used exchange house software in the Middle East.
- Subsidiary Software's: Western Union, Ria Money, Prabhu Money, Transfast, Himal Remit, Instant Cash, WPS,ASPIRE.
- Basic understanding of computer hardware and software.
- Familiar with Windows and/or macOS operating systems.
- Comfortable with internet browsing, email, and online communication tools.
- Experience with basic file management (creating, organizing, and managing folders/files).