**[IMTIAZ.311755@2freemail.com](mailto:IMTIAZ.311755@2freemail.com)** 

**IMTIAZ**

|  |
| --- |
| **Objective:** |

To build up my self as a quick learner & highly energetic person to face any challenge such as organization. Where the contribution will be acknowledge, if you would be given an opportunity. Have hardworking and self-motivated strong leadership quality and inter personal communication skill. Proven leadership skill involving managing, developing and motivating terms to achieve their objectives.

|  |
| --- |
| **Recent Employer:** |

Company Name : **AL FARDAN EXCHANGE** (AL FARDAN GROUP)

Financial Services industry

Address (Corporate off.) : AL GHUWAIR BRANCH(SHARJAH)

Position **: TELLER (Cashier, FCY, Customer Support)**

Job Duration : 14TH AUG-2014 to till Date.

Job Responsibility: Good knowledge about

**AFEX CIRTEX,** **AFEX Online**, **WUPOS**, **TRAVELEZ** System

Electronic Fund Transfer Network (BANGADESH, INDIA, PAKISTAN, NEPAL, PHLIPIPINE, SAUDI ARABIA, SRI LANKA)

**WESTERN UNION, TRANS-FAST, EzRemit, INSTANT CASH**

**TRAVELEZ, AML Documentation,**

**FOREIGN CURRENCY (Sales / Purchase)**

**NATIONAL BOND, EZTOP, HIMALREMIT, WPS**

Take care most of Customer Complain, Amendment, Cancellation for my branch

**Top Performer for: WUPOS, TRAVELEZ, NAGGAD TAKA, INSTANT**

**CASH, AFEX Direct Bank,**

I was attained several workshop for AML Training,

WUPOS/ AFEX Online/ New service, upgrading system,

|  |
| --- |
| **Past Employer 3 :** |

Company Name : IndusInd BANK **(** Auto Loan div**.** )

:Selling car loan was the priority.

Address (Corporate off.) : 46,Shakespeare Sarani,kol-17

Position **: Marketing Officer**

Job Duration : 20th May-2013 to 30th July2014

Job Responsibility: **To sell car loan**

To visit car dealers shop daily,to generates leads from them,to check their

cibil reports,to verify customers office and residence address,to

authenticate all document, to disburst loan after approval.

Company Name : HDFC BANK LTD**.**

**8, N.S.Road,kol-01**

Address (Corporate off.) :Same as Above.

Position **: Marketing officer**

Job Duration : 26th october-2010 to 18th may 2013

Job Responsibility:. : Same as above.

|  |
| --- |
| **Professional Training:** |

Workshop :AML TRAINING AND CUSTOMER CARE SERVICE

Organized By : AL FARDAN EXCHANGE UAE

|  |
| --- |
| **Academic Qualification:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Degree** | Institute Name | Passing  Year | Faculty | Result |
| **Name of Degree** | Institute Name | Passing  Year | Faculty | Result |
| **BA** | Banga Bashi College  (Calcutta University) | 2009 | Marketing | Second Class |
| **WBBHSE** | Kidderpore College,  Kolkata | 2000 | Science | Second Division |
| **WBBSE** | St.Anthony High School.  Kolkata | 2002 | Science | First Division |

|  |
| --- |
| **Computer Skills:** |

Strong knowledge in computer operation. Such as, **Windows** Operating System Windows, **Microsoft Office**, **Open Office**, Online Application, E-mail, Web base, data base software, Mobile banking Software, Online money transfer system. Etc

|  |
| --- |
| **Language Proficiency** |

**1. BANGLA, 2. ENGLISH, 3.HINDI, 4.URDU, 5.ARABI**