PERSONAL DETAILS

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | **Muhammad** |  | University | Coventry University England: (MBA Banking and Finance) |
|  | **Muhammad.370575@2freemail.com** |  | College | Punjab University Lahore: Bachelor Of Commerce (B.com) |
|  |  |  | High School | Punjab Board of Technical Education: Intermediate (D.com) |
|  |  |  |  |  |
|  |  |  |  |  |

EXPERIENCE

Al Dhafra Exchange P.S.C

April 2016 – present

The Punjab Provincial Co-Operative Bank Ltd.

2014 - 2015

The Soho Box Limited UK

2011 - 2012

SNL Financial Pakistan

2008 - 2010

Business Development Officer cum Customer Services Executive

Currently working with Al Dhafra Exchange holding an dual responsibility of Business Development and Customer Service.

**Business Development Officer**: Acquiring new clients for WPS for the branch. Visiting various companies and camps for Remittance mobilization and acquiring clients for carrying out remittances business with the exchange house.

**Customer Service Officer:** Managing customers across the counters and carrying out there remittances and selling of foreign currencies on a day to day basis.

Officer Branch Operations

Ensure the branch & vaults are opened & closed on a timely. Balance vaults, coin machines, taxes, FICA, etc. Oversee teller duties and assist line with customer transactions during peak periods.

Account Assistant

Maintaining records of customers both in hard and electronic forms and managing records. Preparing reports of all outstanding and overdue payments. Monitoring the proper completion of all the required documents for all transactions.

Senior Financial Analyst

Analyst within a financial research and information provider. Undertaking research of global business transactions from various resources. Compiling investor advisory reports.

 PROFILE SKILLS



Specialties

Marketing Customer Service Banking Operations

Computer

MS Office, Adobe Photoshop

|  |  |  |  |
| --- | --- | --- | --- |
| Hello! I'm , a 30 year old guy and currently working as Business Development Officer cum Customer Services Executive in Abu Dhabi, UAE. |   |  KnowledgeBanking OperationsMarketing | HobbiesMoviesMusic |
| I am passionate to take on new challenges, to exercise my capabilities and to harness my true potential effectively and efficiently, which can provide me chance to serve the company with zeal and enthusiasm, to the utmost satisfaction of my employer and for my own professional development. |  | Islamic BankingCustomer Service Web Design TeamworkFinancial Analyze  | CricketResearching Video Games Web Designing Visiting Places |