

Resume.ae

Branch Manager

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CAREER SUMMARY

Having rich managerial experience as a branch manager in a reputed foreign exchange branch in the UAE. Possessing strong leadership and dynamism necessary to provide quality service of the highest order and the efficiency to drive products' competitive advantage. Possess comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart and act fast.

CORE COMPETENCIES

Customer retention	International banking	Management Information
Portfolio management	Change management	Client relations
Negotiating skills	Business modeling	Corporate banking
Investments	Project management	Coordination

PROFESSIONAL CONTOUR

Branch Manager

UAE Exchange Centre LLC.

UAE Exchange, an ISO 9001: 2000 company is a leading exchange house in Middle East which has great global network around the world, UAE Exchange has more than 123 branches in UAE

May 2007 to Present

Dubai- UAE

Key Responsibilities:

- On time monitoring of branch accounting and cheque clearance to release the transactions on time besides submitting the monthly reports without delay
- Handling WPS registration procedures and assisting clients on processing their salary using WPS system
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error-free completion of product cycles.
- Timely monitoring marketing activities to corporate targets and corporate segments
- Training staff in customer service and other operational activities
- Preparing reports on PMS and target achievement of employees and sending the same to management

Achievements

- Promoted as Foreign Currency Cashier in dealing all kinds of bank notes and fixing the F.C deals in a competent rates
- Promoted as the Branch supervisor; to monitor foreign currency deals, remittances, Branch operations and monitoring the achievement of targets set for the team under

Franchisee Manager

Kotak Securities Limited

Kotak Securities Limited, a subsidiary of Kotak Mahindra Bank, is the stock broking and distribution arm of the Kotak Mahindra Group. One of the oldest broking houses in India, its operations include stock broking and distribution of various financial products.

Oct 2005 – May 2007

India

Key Responsibilities:

- Sourcing of new Franchisee.
- Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.

- Generating new business both in face to face meetings and over the phone.
- Writing up concise, value-based sales proposals
- Replying to all customer enquiries in a timely and accurate manner
- Writing up sales reports, activity reports and revenue forecasts
- Completing all documentation and administrative records, fully and accurately
- Developing and maintaining a database of all contacts

QUALIFICATION& IT SKILLS

Master of Business Administration (MBA)- Finance	<i>Mangalore University, India</i>
Bachelor of Commerce (B.COM)	<i>Mangalore University, India</i>
NCFM Exam (National Stock Exchange Certification)	<i>Financial Markets Capital Market dealer module</i>

PERSONAL DETAILS

Date of Birth	:	06-01-1983
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages	:	English, Hindi, Kannada Konkani
Driving License	:	UAE
Visa Status	:	Employment