

Uzair Ahmed

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### Career Objective:

To look for challenging and lucrative assignments and climb up the ladder using every opportunity that comes my way and to utilize my skills and abilities to offer professional growth while being resourceful, innovative and flexible, I would like to be an asset to your organization that believes in growth through hard work.

### Remi Industrial Products, Bhopal

Dec 2012 to till now

(Manufacturer Power Distribution Transformers)

As a Admin HR Store Office Manager

#### Job Responsibilities:

Daily bank transactions activities, elicit requirements from the customers & clarify business requirements requirements customer benefits as results of projects, manufacturing & repairing of power transformer & distribution transformer handling ,Prepare Billing work settlement of the employees. Preparation of Salary Statement & process timely distribution of Salary, staff recruitment & handling all store inventory accounts, To handling transporting activates, maintain manufacturing all stock & dispatching ,production office in charge HR activities

### Professional Experience Overseas:

May 2007

**UAEEXCHANGE CENTRE LLC**

Dubai UAE

August 2012

UAE Exchange Centre LLC, an ISO 9001:2000 Company, posited as one of the Leading exchange Houses in the Middle East, primarily focusing on money transfer and money exchange, and is part of the NMC Group, one of the biggest and the most prestigious Business conglomerates in the UAE.

**As a Assistant Branch Manager/Supervisor/Teller**

### DUTIES AND RESPONSIBILITES

- Direct inter personal customer relations Daily cashier activities report. Dealing with FC with customer.
- Purchas sale traveler cheques and FC.Instance cash transfer Swift and demand transfer.
- Responsible of transferring FC to head office forex division after keeping required stock at
- Branch daily business,& over all branch funding
- Supervise the process of client coverage and origination through delivering of
- The Bank's full suite of products and services including transaction services
- Supervise all operational aspects at the counter. Overall customer service at branch.
- Attend the customer of instant money transfers like Western Union Money Transfer and
- Xpress money. Issue & execution of Demand Draft and acceptance of credit card payments.

### Professional Experience India:

Jan 2004 to May 2007

R.M.Enterprises

Bhopal India

Organization Activity: Distributor for Hindustan Lever Ltd.

(Largest FMGC Company in world wide)

Designation: "Accounts Assistant cum Data Entry Operator"

#### Job Responsibilities:

Generation of invoice and delivery orders and Inventory Accounts Handling Bank transactions and all Data Billing work. To coordinate with sales team for the following up with outstanding amount issues. To arrange weekly meeting with higher Management and Sales team.To prepare monthly repots to assess the performance of sales teams.To coordinate closely with Senior Accountant and managing director for their financial requirements like reports, outstanding banking and many more queries as per their request.

Jan.2002 to Dec 2003

**Smart Chip Ltd**

Bhopal India

Organization Activity: Manufacture of PVC Smart Chip Cards

Designation: Accounts Assistant cum Computer Operator

**Job Responsibilities:**

Worked on Accounts software specially made for Traffic Department Smart card Division of Bhopal district Madhya Pradesh, India by Smart Chip Limited

July 1997 to Dec 2001

**Amulya Enterprises**

Bhopal India

Organization Activity: Authorized Sales and Service Centre of Hewlett Packard

Designation: Accounts Assistant cum Computer Operator

**Job Responsibilities:**

- Handling bank Transactions
- Maintaining Accounts file management
- Generating Invoices all Data Entry work

**EDUCATIONAL QUALIFICATION**

B.A .Management BBA (Graduation) in 1997 from Barkatullah University, Bhopal M.P. India  
With the following subjects:

- Accounts
- Economics
- Marketing Management
- Marketing Research & Advertising

**Computer Skills**

Passed Post Graduation Diploma in computer application (PGDCA) from IEC Computer Institute, Bhopal M.P.India in the year 1998.

Operating System: MS Windows98, XP, 2000

Packages' Office, MS Access, Internet Operation, Tally 7.2

**Target Job:**

Desired job type: Permanent

Work load: Full time

Date of Availability: As early as possible

**Personal Details**

PERSONAL DETAILS

Nationality: :Indian

Date of Birth: :29-11-1976

Languages known: English, Urdu & Hindi

Father's Name: :Late H.A.Qureshi

Passport No: N5434500

Expire Date: :2026

Marital status: :Married