



MOHAMMAD RIZWAN

(BRANCH IN-CHARGE)

Profile

Ambitious, results-focused, and experienced Branch In charge with broad-based success in leading strategies that increase sales, revenue, and profitability results. Analytical, decisive thinker with the ability to gain the trust and cooperation of staff, Grow revenue through strong client relations and operations management activities. Excels within highly competitive environments where leadership skills are the keys to success.

PHONE: +91-7998283806

WHATSAPP: 00965 60923314

LINKEDIN: www.linkedin.com/in/mohammad-rizwan-398979127

EMAIL : rijwan.md07@gmail.com

LANGUAGE

- English (Fluent)
- Arabic (Professional)
- Bengali (Fluent)
- Hindi (Fluent)

CERTIFICATION

- Power BI for Beginners
- Data Visualization with EXCEL
(Certified by Simplilearn)
- Excel Tips and Tricks
- Customer Relationship Management
- Financial Risk Analytics
(Certified by Great Learning)

ADDITIONAL SKILLS

- Strong Leadership
- Multitasking
- Interpersonal Skills

WORK EXPERIENCE

❖ AL MUZAINI EXCHANGE COMPANY (Kuwait) 5yrs

BRANCH IN-CHARGE

Sep 2021 to
Dec 2023

- ◆ Directly supervises the head teller and tellers in the branch.
- ◆ Assist with customer service to ensure overall customer satisfaction.
- ◆ Create plans and forecasts that are built to fit future needs.
- ◆ Work to grow business and customer acquisition.
- ◆ Train employees and evaluate their performances.
- ◆ Open and close Branches as required and ensuring task and check are completed
- ◆ Manage Branch staff in accordance with company policies and procedures.

HEAD CASHIER

Mar 2020 to
Aug 2021

- ◆ Maintains a cash float and follows balancing and reconciling procedures.
- ◆ Prepare daily 'End of Day' sheet at the close of each business day
- ◆ Receiving a promise and checking any cash delivery from the central Treasury of head office.
- ◆ Receiving money from client and making the necessary receipt/collection or exchange voucher
- ◆ Proficient in exchanging 30 different currencies

Teller (CASHIER)

Jan 2019 to
Feb 2020

- ◆ Executed customer transaction regarding cash, k -net and money (currency) exchange.
- ◆ Maintained the balancing record with 100% rate of accuracy
- ◆ Recorded amounts received and prepared reports of transactions.
- ◆ Performed all duties as assigned by supervisor

❖ KANZ JEWELS DUBAI LLC (UAE)

2 yrs

STORE IN CHARGE

May 2017 -
Jul 2018

- ◆ Coordinate daily customer service operations (e.g., sales processes, orders, and payments)
- ◆ Track the progress of weekly, monthly, quarterly and annual objectives.
- ◆ Monitor and maintain store inventory.
- ◆ Maintains proper performance documentation including detailed performance reviews, action plans, and corrective action.

SALES REPRESENTATIVE

Jun 2016 -
Apr 2017

- ◆ Responsible for proper & attractive display of jewelry
- ◆ Giving knowledge & correct guidance to customers while they are making their purchase.
- ◆ Responsible for all point of sales activities in the showroom which includes Sales Transaction, Tracking Customer Orders, Payments,

Reliance Digital Serampore, Kolkata (India) 3yrs

Retail Sales Executive

April 2013-
May 2016

- ◆ Organizing the products in the racks properly
- ◆ Demonstrating and presenting products to the prospects
- ◆ Receiving of stock for replenishment
- ◆ Maintaining accurate records of the product & daily sales
- ◆ Reviewing sales performance likewise

EDUCATION

ACADAMIC QUALIFICATION

- BACHELOR'S DEGREE IN BUSINESS AND ADMINISTRATION (IB)
- DIPLOMA IN ELECTRONICS & TELECOMMUNICATION (ENGG)

COMPUTER EDUCATION

Basic: Typing, Word Processing, Spreadsheet, Presenting Tools, Web Brower's, Communication Tools, Scheduling Tools.

Hardware Skills: Internet Connection, Printer, Scanner. **Web Tool Skills:** Blogging, social media **Software Skills:** Data Analysis. Outlook

PERSONAL & PASSPORT DTAILS

Date of Birth: 7th June, 1989

Married status: Married

Nationality: Indian

Address: Kolkata (WB), India

PASSPORT NO: M5970037

EXPIRY: 28/01/2035

Civil ID: 289060707761 (Kuwait)

