

## **Curriculum Vitae**

Flat 973/2, Bldg No.868,  
Road 519, Block 305,  
Manama,  
Kingdom of Bahrain.

Mohammad Farman Khan  
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### **Objective**

To excel in the activities involved and to contribute to the growth of the organization by effective application of all the skills and knowledge acquired overtime and giving in the best of my abilities to the task assigned.

### **Education Qualifications**

B.com. (Accounting, Statistics, Finance) from University of Karachi.

### **Professional Certifications**

Certificates in computer Networking and Applications (MS Office, Graphics and Internet Apps.)

### **Present Job**

Aug 2014 - Onwards      Branch Supervisor/Chief Cashier.  
Zenj Exchange Co. w.l.l.

### **Duties & Responsibilities**

- Supervise the staff and Branch operations.
- Ensure the highest standard of customer services is given all times.
- Responsible for the money and /or any other valuable entrusted to them by the company and will be liable for any shortage that may occur.
- Adhere to front office procedures and controls at all times.
- Ensure that implication of the company Anti-Money Laundering policies and procedures.

### **Previous Job Experience**

**Mar 2013 - Aug 2014**

Worked as FX Teller  
Zenj Exchange Co. w.l.l.

### **Duties & Responsibilities**

- Foreign currency buying and selling.
- Making all kind of payments and daily bank deposit.
- Preparing daily, weekly and monthly reports.
- Collates reports at the end of the day and tally with the individual reports.
- Knowledgeable and applied functions for different types of remittance services both local international transfer such as Ria, Money gram, Wall street instant cash, door to door, telex transfer, draft, cheque etc.

### **Previous Job Experience**

**Jun 2010- Mar 2013**

Worked as Remittance Officer.  
Zenj Exchange Co. w.l.l.

### **Duties & Responsibilities**

- Remittance all over the world with the system MoneyGram, Instant cash, IME, Turbo cash, Turbo Remit, Telex, Fax, Demand Draft.
- Customer inquiries and Solve the issues.
- Try to complete the target of transactions.
- Attend customers call and provide them best services.

### **Previous Job Experience**

**Apr 2007- Jun 2010**

Worked as Account Clerk in  
Soorty Enterprises, Karachi, Pakistan.

### **Responsibilities**

- Making vouchers, Pay orders, cheques etc.
- Managing petty cash transactions.
- Perform sales invoicing to clients with information from operation department.

## **SKILLS AND STRENGTH**

- ❖ Ability to adjust to the situation.
- ❖ Ability to communicate effectively with customers and maintain positive attitude and good organizational skills.
- ❖ Sense of Responsibility and a very hard worker.
- ❖ A Self motivated team player, with confidence & commitment.
- ❖ Good Supervisory Skills.
- ❖ Strict work ethics.
- ❖ Well Presented.

## **PERSONAL PROFILE**

|                   |   |  |
|-------------------|---|--|
| NAME              | : | Mohammad Farman Khan.  |
| FATHER'S NAME     | : | Riaz Mohammad Khan.  |
| DATE OF BIRTH     | : | 21-08-1986.  |
| DRIVING LICENCE   | : | 860828301.   |
| NATIONALITY       | : | Pakistani.   |
| PASSPORT NO       | : | EZ 4115533.  |
| LANGUAGES KNOWN   | : | English, Arabic,Urdu and Punjabi.                                  |
| PERMANENT ADDRESS | : | House No. 1022, Sector 33/C, Korangi No. 02<br>Karachi., Pakistan. |

## **Declaration**

In view of the above facts, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness I will grateful to you.

I hereby declare that all the information provided above is correct.

**(Mohammad Farman Khan)**