



Sajad Ubaidulla

Branch In-charge / Banker

Currently working as a Branch in-charge in Doha Qatar, 4 years of experience as a Head Cashier and 2 years of experience as an In-charge. 4 years of experience as a Junior Executive Assistant. I'm a confident person with a professional attitude and reliability skills. Excellent at Microsoft Office, Banking and Cash handling. Good language literacy in English, Hindi, Tamil & Sinhala.

Contact

Phone

+974 7013 4972

Email

sajadubaidulla@gmail.com

Address

Matar Qadeem, Doha Qatar

Education

Completed - 2010

G.C.E Ordinary Level

Maliyadewa Models College - Kurunegala

Completed - 2013

G.C.E Advanced Level

Maliyadewa Models College - Kurunegala

Expertise

- Microsoft Office
- Reporting
- Communicative
- Reliable
- Confident
- Professional

Language

- English - Full Professional
- Sinhala - Native
- Hindi - Full Professional
- Tamil - Native

Experience

2019- Current

AlZamanExchangeCo. W.L.L. | Doha, Qatar

Branch In-charge

- Provide customers with information on foreign currency rules and calculate transaction costs for currency exchanges.
- Order a cash supply to match your everyday needs.
- Recognize transaction errors when debits and credits do not balance.
- Follow daily international rate sheets or computer displays when quoting unit exchange rates.
- Responsible for providing excellent customer service which includes addressing customer inquiries, resolving issues and ensuring that customers have a positive experience while conducting a transaction.
- Monitoring currency exchange transactions to ensure accuracy and compliance with regulations.
- Training and managing the staffs and ensuring that they are knowledgeable about the exchange rates.
- Handling customer complaints and resolving disputes and the aim to find solutions that satisfy the customers.
- Assisting in managing the financial aspects of the business.
- Employee of the Year - 2023

2014 - 2018

Amana BankPLC | SriLanka

Junior Executive Assistant

- Performed as a Business Development Officer which includes retail banking products, conducting marketing campaigns, handling personal loans and reaching the targets at given time period.
- Performed as a Front office staff with handling all the customers in queries with best services, opening all types of accounts, handling daily document transportation and preparing reports.
- Performed as a Cheque clearing officer as performing all types of cheque transactions, inward and outward clearing and preparing daily, monthly and annual reports and sending to head office.
- Performed as a Head Teller by performing all kind of cash transactions and monitoring sub tellers and handling cash and preparing vouchers in the branch.

Reference

Mr. H.L.M Insan

QatarNationalBank | Doha Qatar

Phone:+974 7751 1566

Mr. Noushad Murshid

AlZamanExchange | DohaQatar

Phone: +974 3395 0639