

MOHD ALI SHAIKH

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AL KHAIL GATE AL QUOZ DUBAI
UNITED ARAB EMIRATES
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CAREER OBJECTIVE

To obtain a position in institution where I can utilize my innovative ideas, skills and creativity to make the best contribution to the organization. To learn and Gain maximum knowledge out of the work. To exploit my potential for amplifying the profit of the company and deliver the best output. Customer service is high priority and I understand the importance of delivering tangible benefits at all times.

EXPERIENCE

LM EXCHANGE LLC DUBAI, UAE (January 2022 – till present)

- Attracting and convincing customers (individuals & corporate) for using our company's remittance, payments processing services.
- Focusing on Indian customers bringing them to use our services.
- Outdoor marketing and arranging the meeting with corporate companies for open their WPS accounts with my company.
- Supervision of filling daily transactions reports & documents pertains to different type of transactions
- Providing operational and administrative support to branch manager.
- Performing customers services duties and resolve their issues related services and transactions.
- Processing of WPS (wages protection system) account opening and processing of payroll for different companies as per the applicable UAE Labor laws.
- Training & development of newly joined Executive's.

EDUCATION

UNIVERSITY OF MUMBAI – [2021]

- T.Y.B.COM. (Banking & Insurance) from Rizvi College of arts science and commerce, Mumbai.

MAHARASHTRA STATE BOARD, PUNE – [2018]

- Higher Secondary Education (12th) Science Stream from RD National college, Mumbai.

MAHARASHTRA BOARD, PUNE– [2016]

- Senior Secondary Education (10th) from U.M.T. High School , Mumbai.

PROFESSIONAL EXPERTISE

- Able to deliver excellent outputs even on tight timelines.
- Good planning skills and a team player.
- Good English and communication skills. Excellent customer service and presentation skills
- Flexible to work anywhere in UAE on shifts timing

PERSONAL DETAILS

- Date of Birth : 15th July 1999
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Languages known : English, Hindi
- Passport details : Issue date 14th January 2021
Expiry date 13th January 2031

DECLARATION

I hereby state that all the data mentioned above are true to my knowledge.