



MOHAMMED AJMAL ASKAR BA

Cashier Cum Customer Service

Recent graduate of a top-tier university with self-started attitude and much hardwork, good knowledge in finance and business management, logistic, and sale. To be part of organization which uses my skills and expertise in its process of growth and change, to use my skills sets for the team work and process of the company i work for.

✉ ajmalashkar001@gmail.com

☎ 0523487500

📍 Deira, United Arab Emirates

WORK EXPERIENCE

CASHIER

Unimoni Financial Services Ltd

09/2019 - 11/2021

India

Achievements/Tasks

- Accept cheques,cash, and other forms of payment from customers .
- . Answer questions from customers about their accounts. Prepare specialized types of funds, such as traveler's checks, savings bonds, and money orders.
- Exchange dollars for foreign currency.

ADMINISTRATOR

AL BAHAR AL HADI TYPING SERVICES

01/2022 - 01/2023

United Arab Emirates

Achievements/Tasks

- Preparing,organising and storing information in paper and digital form
- Dealing with queries on the phone and by emails.
- Managing diaries,scheduling meetings and booking rooms.

EDUCATION

Bachelor in commerce

MGU university

07/2018 - 06/2021

India

Higher Secondary Education

GMVHSS

06/2016 - 03/2018

India

Secondary School

DEMHSS

03/2016

India

SKILLS

Customer Service

Ability to work under pressure

Decision Making

Conflict Resolution

Team leadership

Relationship Building

Time Management

Communication skills

Tally software

PERSONAL DETAILS

NATIONALITY -INDIAN

PASSPORT NO-S0102959

VISA STATUS -VISIT VISA

LANGUAGES

English



Arabic



Hindi



Malayalam



INTERESTS

Sports

Fashion

Reading

Photography

Singing

Listening