

Personal Data:

Father Name : Abdul Hameed

Contact No. : +971 504 179 149

Email : abdulmateen6690@gmail.com

Nationality : Pakistan

Languages : English, Urdu

Computer Skills:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Wallsoft(Data Entry)



Abdul Mateen

(Branch Manager)

Objective

Seeking a challenging position to work in a career oriented and competitive environment where I can utilize my professional skills and capabilities to become a radical part of a progressive institution.

Education

- **Intermediate**
B.I.S.E Lahore (2015-2017)
- **Matriculation**
B.I.S.E Gujranwala (2013-2015)

Professional Experience

Currently working in **Sky Exchange Company (Pvt) Ltd -Skt**
I have three years of experience in this company and have compatible knowledge of **Remittance**.

- Inward remittance & Outward remittance
(Western union - Money Gram - Ria)
- **Accounts Mangment** (2020-2021)
- **Branch Manager** (since December-2021)

Ability & Skills

- Business operations
- Customer service
- Good communication skills.
- Discipline maintenance
- Leadership
- Teamwork

Reference

- Syed Fakhar Shah Hamdani
(HR Manger & Zonal Head)
Sky Exchange Company (Pvt) Ltd
+92 309 555 3562
hr@skyexchange.com.pk