



ADDRESS:
17TH 7 ST AL HAMRIYA NEAR
TO SHARAF DG METRO - BUR
DUBAI .

MOBILE No.:
+9710552056534

EMAIL ADDRESS:
razah8161@gmail.com

Driving License: Light Vehicle
Automatic Gear
EPIRY DATE; 18/07/2023

EMIRATES ID:
784-1994-6487276-3
EPIRY DATE; 02/09/2023

DATE OF BIRTH:
05 July 1994

MARITAL STATUS:
SINGLE

LANGUAGE

- ENGLISH
- ARABIC
- PUNJABI
- URDU
- HINDI

I.T. SKILLS

MS OFFICE APPLICATION

- MS WORD
- MS EXCEL
- MS POWERPOINT
- INTERNET SEARCHING & BROWSING

PROFESSIONAL SKILLS

- DOCUMENTS MANAGEMENT
- RECEIVING AND REVIEWING OF DOCUMENTS
- DATA ENTRY
- ENCODING
- PRESSURE HANDLING
- FOREIGN CORRESPONDENCE
- SALES AND MARKETING SKILLS

HASSAN RAZA ARSHED MAHMOOD

Career objective: Highly Focused and Independent Exchange Teller with an excellent customer service and cash management record. Adept at handling multiple customer requests and concerns with the utmost professionalism and courtesy. Contribute to achieving branch sales goals by recommending products and services that meet customer's needs. Able to work well independently and in coordination with tellers and other staff.

Professional Experience

- More than 3 years experience working in an Exchange as a **Teller and Cashier in Abu Dhabi / Dubai.**
- 2 years experience as a **Sales cum Data Entry operator in Abu Dhabi**
- 2 Years experience in Sportswear, Leather & Garments Industries as an **Export Assistant Manager** in Sialkot, Pakistan.



AL FARDAN EXCHANGE L.L.C

RETAIL/OPERATION DEPARTMENT
FLA/CASHIER – DUBAI FESTIVAL CITY MALL

July 2019 to Present



DELMA EXCHANGE

RETAIL/OPERATION DEPARTMENT
TELLER & CASHIER – HAMDAN BRANCH

April 2018 to June 2019

Task and Responsibilities:

BRANCH CASHIER

- Accept cash for remittance (Express Products and Bank Products)
- Assisting new Customer for inquiries and processing of new account opening such as BDO, BPI, Metro Bank, RCBC, and Landbank of the Philippines.
- Handled marketing and cross selling of finance products.
- Accepting Credit Card payment and Top-up for DU, Etisalat and mobile provider for other countries.
- Balancing the cash at the end of the day and preparing the necessary reports.
- In case of cash Shortage/Excess.
- Prepares daily Bank deposit.
- Fully conversant with up to date market information with regards to currency restrictions and denomination accepted.
- Handled Customer inquiry and assisting about Company's product and services.
- Deal with Customer complaints and take necessary action.

BRANCH TELLER

- Preparing cash remittances and bank money transfer local and international using different express products (Western Union, Transfast, Instant Cash, and many more)
- Offer and marketing products such as C3 Card WPS and Bank account opening of some bank in the PHILIPPINES, INDIA and SRI LANKA.
- Processing Credit Card payments.

CAMP TELLER CASHIER

- Processing and accepting of cash remittances and bank money transfer in labor camps

**GREEN HOUSE TRADING LLC (NAJDA ROAD – ABU DHABI)****Computer Data Entry Operator****Feb 2016 to Feb 2018****Task and Responsibilities:**

- Ensure high levels of customer satisfaction through excellent customer service.
- Updates managers by consolidating, analyzing and forwarding daily actions summaries.
- Maintaining outstanding store condition and visual merchandising standards.
- Maintaining a fully stocked store.
- Keep up to date with product information.
- Accurately describe product features and benefits.
- Follow all companies Policies and Procedure

**RAJCO Industries (Noul Wazirabad Road – Sialkot, Pakistan)****Export Assistant Manager****May 2013 to July 2015****Task and Responsibilities:**

- Handling of all export and Re-export affairs related to Banks, Cargo, Shipping lines.
- Handling DTRE, Bank guarantees, Re-bate claims, Manufacturing.
- Bond for "Import & Re-export".
- Checking accounts, production and purchasing departments.
- Foreign Correspondence.

ACADEMIC QUALIFICATION

<u>DEGREE/ CERTIFICATES</u>	<u>STATUS</u>	<u>YEAR</u>
Import / Export Procedure & Documentation	Passed	2014
Higher Secondary School Certificate	Passed	2012
Secondary School Certificate	Passed	2009
English Language Training Program	Passed	2009

AWARDS & TRAINING ATTENDED

- Best Performance in Oral Presentation (Import & Export) 24/Sep/13
- AMLCFT & due diligence - (FERG) - 12/July/18
- Branch Telling Operation Overview - 05/May/18
- Telling systems training - 10/May/18
- Security Awareness – 14/August/18
- Great leadership award (Best APL Officer) – 01/Dec/21
- APNA Pakistan Campaign – 2nd position (Achieved Highest number of Txn)
- Travelez Prepaid Card Drive – Silver Medal
- Best Cross Selling award – (Value Added Services)

Character references can be provided upon request.