



CONTACT

Mobile: +(971) 524387771

Email:- osamaakhtar065@gmail.com

Address: - Electra St. Abu Dhabi, UAE

EDUCATION

- MBA Marketing from Shridhar University India IN 2013
- BACHELOR OF ART from Lucknow University India IN 2010
- INTER MEDIATE from Allahabad University UP Board India IN 2006
- HIGH SCHOOL from Allahabad University UP Board India IN 2004

RESUME

OSAMA AKHTAR

FC CASHIER

FRONTLINE ASSOCIATE

PROFILE

Experienced Customer Service and Social Works Professional with background in Money Remittance and Banking. Able to perform efficiently in a fast paced working Environment. Adept at managing remittance operations, providing excellent customer service to clients and performing administrative functions.

WORK EXPERIENCE

FC CASHIER

FRONTLINE ASSOCIATE - LULU INTL EXCHANGE
MUSSAFAH, Abu Dhabi | Jul 2017 - Present

- Provides foreign currency exchange to customers, offering them the best rates while keeping enough profit margin for the company.
- Process remittance and payout money; balance cash drawers at the end of shift and file daily transactions.
- Handle WPS transactions (wage protection system) managing clients who wants to deposit their employees salary and process salary payouts to employees.
- Provides other added services like processing bill payment and debit card withdrawals, reloading mobile balance, enabling mobile app transaction and VAT payments.
- All kind of manual vouching and online software related to accounts.
- Data entry related to daily financing of organization.
- Possess solid computer skills, including excellent working knowledge of Microsoft Excel, Microsoft Word, and Data Entry Ability to adapt to change.
- Make a telegraphic transfer transaction to (Asia, Europe, Australia & America).

SKILLS

- Cash Handling and Reconciliation
- Database Management
- Money Transfer Services
- Foreign Currency
- Anti-Money Laundering
- Wage Protection System
- Regulatory Compliance
- Staff Management and Training
- MS Office (Word)
- Services (Western Union, Transfast, RIA Money, IME).

CUSTOMER SERVICE ASSOCIATE - AL FALAH EXCHANGE Electra St. Abu Dhabi Dec 2014 - JUL 2017

- Accept cash remittance transactions and check for deposit and payment; prepare telex transfer and other offered services transaction for walk-in customer.
- Answer customers queries and provide information with regarding services offered by Al Falah Exchange.
- Process Foreign Currency Exchange, WPS deposits and payment, On-line transactions (WU, Instant Cash, Xpress Money and Transfast).

PERSONAL DETAILS:

- FATHER NAME : AKHTAR HUSSAIN
- MOTHER NAME : SHABEENA SIDDIQUE
- Date of Birth : 17.09.1990
- Nationality : Indian
- Gender : Male
- Marital Status : Single
- Passport : M1332997
- Language Knows : Hindi, English, Urdu

COURSE OF EDUCATION:

One Year Course of Advance Diploma in Computer Application from Microvision Computer institute Lucknow India.

Permanent Address:

Khala Bazar Bhadewan Lucknow Pin No: 226004

REFERENCE:

Reference shall be provided upon request

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge & belief.

Date:

Signature