



DARO KHAN

CONTACT

Sharjah, United Arab Emirate
0558898248
0558898248
darookhan687@gmail.com

Skills

Cash handling
financial restricting
Customer service
General knowledge of banking
Good Communication
Account Management
Data Entry
Financial analyst

Software skills

Microsoft Office
coral draw
Wilcom
Tally

Education

Master in Economics from university of Baluchistan
Pakistan (2018)

Bachelor of Science
Major subject Economics Math, Statistics,
University of Baluchistan Pakistan (2015)

Government Science College Quetta,
Pakistan. (2012)

High School Diploma (2010)

Diploma in English Language and Ms Office
(2015)

Languages

English
Hindi/Urdu
Pashto

Reference

Al fardan exchange Dubai, UAE
Email address: contacthr@alfardangroup.com

Al salik metal and scrap company Sharjah
UAE
Email address: alsalikmetaltr@gamil.com

Summary

A focused professional with strong experience in customer service and the proven ability to assist customer with a well informed selection of suitable products and services

I have expert knowledge of the selling process and finance and I fully recognize the human and emotional aspects of buying and selling.

- Responsible for interacting with the clients and solving their queries.
- Maintaining the records of customer interactions and follow up with the clients.
- Provided feedback of the clients to the concerned departments and authorities so as to improve the services.

Experience

Al fardan exchange LLC (UAE Dubai) April 2022 to October 2022

Customer service /Teller

- Handling financial transactions.
- Handling customer complaints and questions and concern in professional manner
- Cross selling
- Checking cheque and making sure they have been written correctly.
- Checking the photo id of customer to confirm that they are who they say they are.
- Answering basic customer questions regarding sending and receiving money, rate and services charges
- Making Remittances
- Selling and purchasing foreign currency
- Counting large amount of coins and paper money and then storing them
- Educating customer of our services and product

Al Salik Metal and Scrap Company (Sharjah UAE) 2020 to 2022

Customer service and cashier

In my role in retail, I serve my customers and deal with stock and merchandising as well as providing good customer service. My responsibilities include.

- Balanced cash drawer at the close of each shift
- Responding to customer emails and calls to resolve problems
- Offering advice in a professional and efficient manner
- Implementing new customer service policies and procedure
- Dealing politely with difficult customer
- Make product recommendation and service to customers based on their needs and preference
- Solved billing problems and answer customer inquiries