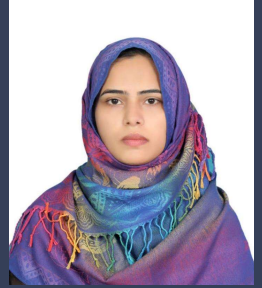


# RIDA KHALID

Application for the Post of Remittance Clerk  
(Service Officer – Customer Service)



## CAREER OBJECTIVE

Highly motivated and proactive individual with superior customer service and people skills seeking an office clerk position. To establish a long-term career in a company where I may utilize my remittance clerk professional skills and knowledge to be an effective associate program manager and inspiration to those around me. Motivated professional processing a strong commitment to quality customer service coupled with a good communication skill.

## SKILLS

- **Effective communicator** when speaking to clients or colleagues and when dealing with written correspondence.
- **Strong listening skills** to give customer's a sense that their questions and concerns will be dealt with immediately.
- **Proficient in MS office applications.**
- **Customer—oriented** and with good interpersonal skills.
- **Able to work under pressure.**
- **Problem Solving.**
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

## EXPERIENCE

Cashier in a Beauty Parlour  
Abu Dhabi, UAE

Jan, 2021 – Mar, 2022

- Manage transactions with customers using cash registers.
- Collect payments in cash/ credit and issue receipts.
- Cross-sell products and introduce new ones.
- Provided manicure, pedicure, and facial services to the clients.
- Resolve customer complaints, guide them and provide relevant information.
- Update cash register at the end of business day.
- Maintain a positive and professional attitude toward customers
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change

✉ [ridakhalid814@gmail.com](mailto:ridakhalid814@gmail.com)

☎ +971 56 4633841

📍 Khalifa Street, Abu Dhabi,  
United Arab Emirates

## Qualities

- Bachelor in Arts
- Ability to establish long-lasting customer relationships.
- Strong ability to display creativity
- Ability to work flexible hours
- Client Satisfaction

## EDUCATION

Graduated from  
Allama Iqbal Open University.  
2018- 2020

## LANGUAGES

English - Fluent  
Hindi - Native

**Attendant – Al Yasmina School  
Abu Dhabi, UAE**

**Apr, 2022 to Till Date**

**Duties and Responsibilities:**

- Ensures the safety of each student.
- Provides support and instruction to the students to ensure their understanding and compliance with bus safety rules.
- Works with the driver to ensure that each student is picked up and dropped off at their designated location in a timely manner.
- Communicate with parents/guardians, and school personnel about student needs.
- Provide extra care and help to students with special needs by ensuring that they are comfortable and happy.
- Instruct students about rules and regulations and ensure that each student follows them.
- Observe and track route timings for the purpose of providing accurate schedules.

**Education**

- Secondary Education --- Government Higher Secondary School (Lahore, Pakistan)
- Intermediate Education --- Government Higher Secondary School (Lahore, Pakistan)
- Graduation --- Allama Iqbal Open University

**Personal Details**

- Date of Birth : 06<sup>th</sup> Jan 1993
- Marital Status : Single
- Nationality : Pakistani
- Visa Status : Employment Visa
- Visa Expiry Date : Jan, 2025
- Notice Period : 1 Month