

Curriculum Vitae

UMER ILYAS

+971- 55 3699308 (UAE)

Email: umerilyas500@gmail.com

Dubai-United Arab Emirates



CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

PERSONAL DETAILS:

✧ Name	:	UMER ILYAS
✧ Father Name	:	MUHAMMAD ILYAS
✧ Nationality	:	Pakistani
✧ Date of Birth	:	14 JAN, 1996
✧ Religion	:	Muslim
✧ Marital Status	:	Married
✧ Gender	:	Male

SKILLS:

- ✧ Good Communicational and Interpersonal Skills
- ✧ Hard working Team Member
- ✧ Courageous true towards the duties.
- ✧ Have a high respect for customer's service.
- ✧ Always keep on smiling under pressure.
- ✧ Efficient and well behaved person.
- ✧ Extremely hardworking self motivated and able to work independently.
- ✧ Keep excellent inter personal relations with colleagues and ready to help them.

EDUCATIONAL & QUALIFICATION:

- ✧ Bachelor in Commerce from "University of Central Punjab"-(Gujranwala, Pakistan) 2019
- ✧ Intermediate of Commerce from "Educator College"-(Rawalpindi, Pakistan) 2017
- ✧ High School Education Completed from "Knowledge House High School"-(Gujranwala, Pakistan) 2014

COMPUTER SKILLS:

- ✧ M/S Word, Excel & PowerPoint
- ✧ Internet and Emails
- ✧ Have Basic Computer Operating Knowledge

PROFESSIONAL EXPERIENCE:

✧ COMPANY	:	UNIVERSAL EXCHANGE CENTER DUBAI
Position	:	Teller , Cashier
Duration	:	Feb 8, 2020 to June 31, 2022
Location	:	Dubai-UAE

Job Description:

- ✧ Cash handling
- ✧ Remittance Voucher Making
- ✧ Customer Support Face To Face and Telephonic
- ✧ Western Union Transactions
- ✧ WPS Transactions Making
- ✧ Foreign Currency Dealing Purchase and Sale
- ✧ Customer Complaint Answering calls
- ✧ Scanning and Filing Vouchers
- ✧ Amendments and Refund Mailing and Filing
- ✧ Photocopies, scans, and files appropriate documents

- ↗ Engage In Marketing Activities
- ↗ Making Personal Relation With Customers

↗ **COMPANY** : **KING'S MALL GUJRANWALA**
Position : Cashier
Duration : July, 2019 to Dec, 2019
Location : Gujranwala, Pakistan

Job Description:

- ↗ Scan goods and ensure pricing is accurate
- ↗ Manage transactions with customers using cash registers
- ↗ Collect cash whether cash or credit
- ↗ Arranging the deliveries
- ↗ Preparing daily sales reports and submitting it to sale supervisor
- ↗ Conduct market research to identify selling possibilities and evaluate customer needs
- ↗ Actively seek out new sales opportunities through cold calling, networking and social media
- ↗ Set up meetings with potential clients and listen to their wishes and concerns
- ↗ Prepare and deliver appropriate presentations on products/ services
- ↗ Create frequent reviews and reports with sales and financial data
- ↗ Ensure the availability of stock for sales and demonstrations

LANGUAGE:

↗ English : (Fluent) Speaking, Reading & Writing
↗ Urdu : (Fluent) Speaking, Reading & Writing
↗ Punjabi : Mother Language

PASSPORT DETAILS:

↗ Passport NO : GL1743191
↗ Date of issue : 24 JUL, 2019
↗ Date of Expiry : 22 JUL, 2024
↗ Place of issue : Gujranwala, Pakistan
↗ Visa Status : Tourist Visa

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

Umer Ilyas