



# AADIL NAWAZ

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Abu Dhabi United Arab Emirates

## OBJECTIVE

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## CAREER SUMMARY

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- To achieve the basic goals of the organization. To achieve the aims and ambitions of the organization by putting my all-natural effects to enhance the reputation of the organization. To do my work with honesty and apply my all capabilities to enhance my progress of work. Good learning capability and high vision. Work Under pressure with accuracy. Good communication power. To be a part of the learning organization. Providing Customers with effective and efficient service. Good hands on experience with the latest window operating system. An excellent command over using the Internet

## EXPERIENCE

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February  
2022 -  
Present

- **LULU INTERNATIONAL EXCHANGE UAE**  
FRONTLINE ASSOCIATE
  - Provide quality and exceptional services to customers
  - Accept cash from remittance customer as per the voucher.
  - Dealing with all foreign exchange enquires.
  - Providing good customer service and encouraging them to do business again and again
  - Collecting documents and registering new corporate customers.
  - Contact new and existing customers to obtain new business
  - Recording all foreign exchange transactions and comparing records with the actual state of cash
  - Checked whether the money accepted is genuine, valid and intact
  - Handled Western Union, Instant Cash, IME, Terrapay, Ria, Transfast etc....
  - Tallying of cash as per system and deposit with treasury before end of duty
  - Ensure that all UAE Central Bank regulations and AML policies and procedures are being implemented in the daily operations of the branch
- **Allied Bank Limited Pakistan**  
Filling Clerk (Messenger)
  - Perform administrative duties to keep their bank running efficiently.
  - Developed an effective Strategy to generate new business and build relationship through networking and Marketing.
  - Compose correspondence, plan and schedule meeting manage the calendar of the bank senior management organized and maintain files, greet clients and providing customer services
  - Connect Clients With the relevant Department branch or Advisors to help them

October  
2016 -  
November  
2021

May  
2015 -  
October  
2016

meet their Financial needs and goals.

- **Watan Travels and Tours**  
Reservation Sales Agent
  - Helping customers at hotels, car rental facilities, airline travel agencies, and resorts.
  - And also inform customer about services product offered, local attractions, driving directions and provide any other type of information the customer wants to know their trip.
  - And handles many calls per day with potential customers and answer the Emails .

## EDUCATION

2020 to  
Continue

- **MSC ECONOMICS**  
Mirpur University of science and Technology  
Continue.

2017-  
2019

- **Bachelor of commerce**  
Allama Iqbal Open University islamabad  
1st Division

2014-  
2015

- **HSSC**  
AJK Bise Mirpur  
2nd Division

2012-  
2013

- **SSC**  
AJK Bise Mirpur  
1st Division

## PERSONAL DETAILS

- Date of Birth : 07-10-1997
- Marital Status : Single
- Nationality : Pakistani
- Gender : Male

## LICENSE

- Valid UAE Driving Licence

## LANGUAGES

- English
- Urdu
- Punjabi
- Arabic (basic)

## SKILLS

Decion Making

100%

Leader, Team member,  
Communicator and Motivator

100%

Proficient Ms Office Window  
Applications

100%

Social and Administrative Skills

100%

Excellent ability to work under  
minimal supervision

100%

Excellent customer service skills

100%

Can work under pressure and in a fast-paced environment

100%

Good Arithmetic skills

100%

Good Typing Skills

100%