



MUHAMMAD NADEEM

SUMMARY

A CUSTOMER SERVICE CLERK with extensive experience in CUSTOMER SERVICE processing and along with a proven ability to manage cross-functional teams. Given my outgoing, friendly, and people-oriented personality, I connect well with diverse groups and individuals. I am also very well-organized and possess solid communication skills that aid my ability to efficiently support upper management.

WORK EXPERIENCE

CUSTOMER SERVICE CLERK

Jan 2022 - Present

AL BADER MONEY EXCHANGE UAE ABU DHABI, AL DHAFRA STATE BEDA ZAYED

- Answer customer's questions and provide information on procedures or policies. Guiding and solving queries of customer, maintain quality customer service.
- Sort invoices, Vouchers, supporting documents ID details, checking bills and signature paper.
- Comply with company standard procedures for Anti Money Laundering and Combating Terrorist Financing Policy (AML/CFT).
- Creating, updating and sorting ATM Card Via ASPIRE System and WPS.
- Releasing bills and authorized cancelation and receiving.
- Updating and Monitoring remittances status via Company Portal.
- Cash depositing on branch ATM.
- WESTREN UNION RECEIVING.

Graphic Designer

Nov 2019 - Nov 2021

PAKISTAN PRINTING PRESS

HARIPUR, HARIPUR MAIN AREA

- Letter head and envelope designing.
- Business card and greeting cards format and designing.
- Brochure, catalogue making, gift boxes, sticker, banner, name badges and ID cards layout designing.
- Stamp making and designing.
- Worked with clients to understand their design needs and develop a plan to meet them
- Worked with clients to ensure their designs met their expectations

EDUCATION & CERTIFICATIONS

FA (Higher Secondary Education): ATD BOARD PAKISTAN
IT COURSE (THE LEADER COLLEGE PAKISTAN)
AC / REF ONE YEAR DIPLOMA.

CONTACT

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Beda Zayed Abu Dhabi (UAE)

NATIONALITY: PAKISTANI

RELIGION: ISLAM (SUNNI)

MERITAL STATUS: SINGLE

SKILLS

Customer Queries

MS Office

Photo Shop.

Corel Draw



English Urdu Arabic Typing.

Ability to type 40 words per minute

Computer Software Installation etc. &
Hard ware

DRIVING (UAE VALID LICENSE)