

# **KHUNDKER FARHANA JAMALI**

Mobile: +971 58 6418322  
e-mail: f.jamali555@gmail.com,



## **Career Objective:**

To build a successful career as part of a dynamic team, of a growth-oriented company which will help me to explore my potential and also ensure the maximum utilization of merit, creativity and enthusiasm that will lead me to the apex of my career.

## **Employment History:**

### **Total Year of Experience: 4.8 Year(s)**

#### **1) Cashier (15<sup>th</sup> Aug,2018 To Till Date)**

##### **AL ROSTAMANI INTERNATIONAL EXCHANGE**

Company Location: United Arab Emirates  
Department: Operation

### **Responsibilities**

- \* To provide excellent customer service at branch customer and accepting cash.
- \* To attend customers for all business transactions at the counter.
- \* Attending customers for making Remittance, currency exchange, demand drafts / telex transfer / electronic transfer, etc.
- \* To answer customer complaints, branch detail enquiries, transaction enquiries, rate enquiries, conversion.
- \* To provide currency exchange & remittance delivery information. Prepares daily & weekly sales reports
- \* To perform a role of making WPS salary daily.
- \* To perform a role of marketing & sales executive during off-peak business hours.
  
- \* To give information to customer about different modes of transaction, rates for different transaction/prices,
- \* To give information on local promotions & activities and other info that provides valuable service to our customers.
- \* To make sure that all the required tools are available in the branch and inform the BM or the concerned dept. for the same. e.g., flyers, posters, forms etc.
- \* To contribute towards branch business development.

#### **2) Junior Associate Sales and Service (5<sup>th</sup> Sept,2015 To 30<sup>th</sup> Apr,2018)**

##### **UAE Exchange L.L.C**

Company Location: United Arab Emirates  
Department: Sales and Service

### **Responsibilities**

- \* Prepare End of day report & cash reconciliation
- \* To provide information of new or additional services.
- \* To provide currency exchange & remittance delivery information. Prepares daily & weekly sales reports
- \* To perform a role of lobby assistant in branch.
- \* To perform a role of marketing & sales executive during off-peak business hours.
- \* To maintain records, prepares reports and performs work processing assignments & related clerical duties.
- \* To give information to customer about different modes of transaction, rates for different transaction/prices,
- \* To give information on local promotions & activities and other info that provides valuable service to our customers.
- \* To make sure that all the required tools are available in the branch and inform the BM or the concerned dept. for the same. e.g., flyers, posters, forms etc.
- \* To contribute towards branch business development.

#### **3) Management Trainee (Trade Marketing) April 23, 2013 – January 30, 2014)**

##### **New Zealand Dairy Foods Product Ltd**

Company Location: Bangladesh  
Department: Marketing and Brand Promotion

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## **Responsibilities:**

1. Responsible for brand building, liaising with agencies, production of in house promotional materials and publications, preparing press releases, organizing promotional activities.
2. Understanding market and customer.
3. Preparation of brand plan-marketing, quarterly promotional strategy-input finalization and input implementation plan.
4. Keep up to date with market trends and new developments utilizing information for business improvement
5. Accountability for Brands performance & working closely with sales team
6. Formulating and implementing trade/marketing strategies
7. Execution of trade and promotional activities
8. Managing advertising and promotion funds
9. Product Development- Feasibility study and product launches
10. Good communication skills
11. Self-motivated
12. Able to Start work within short notice (2 weeks)
13. . Understand and develop long term business vision
14. Coordination and planning of budgets, people and time management
15. Recognize problems reacting quickly and effectively to resolve them
16. Analytical expertise in understanding complex issues and their consequences
17. Ability to think outside the box.

## **Academic Qualification:**

Exam Title	Major	Institute	Result	Pass Year	Duration
BBA	Marketing	ASA University Bangladesh	CGPA:3.44 out of 4	2011	4 years
HSC	Commerce	Dhaka Commerce Collage	CGPA:4.7 out of 5	2006	2 years

## **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Hindi / Urdu	-	-	Medium

## **Personal Details:**

Father's Name Khundker Abu Ahmed Jamali  
Date of Birth 12<sup>th</sup> June 1988  
Gender Female  
Marital Status Married  
Current Location Sharjah  
Driving License Valid UAE light vehicle license.

## **Reference (s):**

Name : Mohammed Qamruddin  
Organization : Al Rostamali Int' Exchange  
Designation : Branch Manager  
Address : Main Branch  
Phone (Off.) : +971 4 220 3668 / 4 250 0968  
Mobile : +971 50 539 1465  
E-Mail : muhammed@alrostamanigroup.ae  
Relation : Branch Manager

## **Reference: 01**

## **Reference: 02**

Machingal Mansoor

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