



MUHAMMAD SALMAN KHAN

About Me



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Al Ain Al Bateen

LANGUAGE

- English
- Urdu / Hindi
- Pashto

EXPERTISE

- Management Skills
- Problem-solving skills
- Computer skills
- Negotiation
- Critical Thinking
- Customer service skills

CERTIFICATION

- DIT 1 year diploma
- Nebosh IGC level 3
- Microsoft office
- Network & Hardware

OBJECTIVE

A remittance clerk facilitates efficient processing of remittance transactions, provides excellent customer service, ensures compliance with regulations, maintains accuracy in recording transactions, analyzes data, resolves issues, improves efficiency, collaborates with teams, maintains records, and pursues professional development

EXPERIENCE

Shaheen Exchange LLC Al Ain

Remittance Assistant

09/01/2022 To 15/12/2022

I assisted domestic and international customers with money transfers, managing large transactions, and utility payments. Operated cash register, scanners, and computers to itemize and total customer purchases, collected cash and credit card payments,

Resolving customer issues allow the customer to explain their concern or issue listen attentively to understand the details and gather all relevant information.

I performed tasks such as counting cash, processing check payments, and assisting customers with bill payments.

I carried out various administrative tasks, including filing, answering phone calls, and managing routine correspondence.

I verified figures, postings, and documents to ensure accurate data entry, mathematical precision, and adherence to proper codes.

I utilized computer programs to record, store, and analyze information efficiently

EDUCATION

University of science and technology bannu

Bs computer science 4 years (Bachelor of Computer)

F.S.C (khyber of science and technology bannu)

ICS inter computer science

Matric (Hira school and collage)

Science