



FAISAL ZAHEER AKHTER

OBJECTIVES

To grow at a challenging position in UAE by utilizing my skills and experience and to build a strong career as a part of team doing innovative specifications and exercising my professional skills and knowledge.

EDUCATION

AIOU university (ISLAMABAD), 2009-2011

- Graduate in Economics

AIOU university (ISLAMABAD), 2006-208

- Intermediate from AIOU university

BISE, Rawalpindi (RAWALPINDI), 2004

- Matric from BISE Rawalpindi

WORK EXPERIENCE

SAJWANI EXCHANGE - UNITED ARAB EMIRATES

Sharjah | Dubai | Abu Dhabi

DEC 2014 - JUN 2022

DESIGNATION

- As a Cashier (FOREIGN CURRENCY)
- As a Marketing Staff
- Front Line Associate (FLA)

KEY RESPONSIBILITIES AREAS

- Customer dealing In FC and WU transactions Instant cash, Ria Remit.
- Record maintenance of WU transaction, FC, Expense.
- Proper maintenance of sale/purchase invoices on daily basis. Complying with regulatory policies on counter.
- Reporting STRs to Compliance Department regarding inward remittance and foreign currency.
- Maintaining miscellaneous files, training, CBUAE circular, audit file, staff document files etc.)
- Rectifying internal audit objections.
- CTR/STR/KYC form filling.
- Inward remittances summary updating via email to branch manager, Compliance dept., accounts and treasury.

FAIRDEALEXCHANGE COMPANY (Pvt) LTD, PAKISTAN

JUL 2005 - NOV 2014

DESIGNATIONS

- As a account Assistant
- As a Cashier
- Front Line Associate (FLA)

KEY RESPONSIBILITIES AREAS

- Dealing with foreign currencies and Western Union payments. Dealing with customers on counter.
- Working experience of remittance work.
- Making ledger (AED, FCA accounts register, key register etc.)
- Posting Entries BP, BR, CP, CR, JV etc.

Foreign Currencies, WPS and Remittance Work.

050-8621400

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Sharjah Industrial Area-2
United Arab Emirates (UAE)

Nationality Pakistan

Driving License

Having Light Vehicle License (LTV)

SKILLS

- I am having ability to work in any relevant job part.
- Proven efficiency in handling stress full situation and complicated airline practices.
- Quick and accurate comprehensions and interpretations of the office documents and ability to handle daily correspondence competently.
- Capability to work for longer duration with equal efficiency.
- Extremely written and oral communication skills. .
- Excellent typing and data entry skills.
- Physical and mental fitness.

INTERESTS

- Photography
- Reading
- Music
- Traveling

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi