



058-8543690



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Sharjah Industrial Area-2
United Arab Emirates



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.

FAISAL ZAHEER AKHTAR

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), 2006-2008

Intermediate

BISE, Rawalpindi (RAWALPINDI), 2004

Matric in Science

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.
- 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.

INTERESTS

- Photography
- Reading
- Music
- Traveling
- Gardening

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

**Fairdeal Exchange Company (Pvt) LTD,
Pakistan**

JUL 2005 – November 2014

DESIGNATION

- 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.**