

KHURRAM HANIF SHAH



Personal

- Address

BUR DUBAI

0000 DUBAI
- Phone number

971508454430
- Email

khurramsyed50@gmail.com
- Date of birth

17-08-1995
- Place of birth

PAKISTAN
- Gender

Male
- Nationality

PAKISTAN
- Marital status

SINGLE
- Driving license

LICENSE NUMBER: 268370 AUTOMATIC

GEAR/LIGHT VEHICLE ISSUE DATE:

25/SEP/2023 EXPIRY DATE: 24/SEP/2025
- LinkedIn

<https://www.linkedin.com/in/khurram-hanif-shah-302022136/>

Interests

- Hiking
- Search of Business Ideas
- Planning and resourcing
- Motivational and Innovation

Languages

- English
- Urdu
- Arabic
- Hindi

Motivated Teller/Cashier/Salesman with four years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time. Proven experience in Sales by achieving the targets 90 percent. Seeking opportunities in same role.

Work experience

- Teller/Cashier/Sales

AL ANSARI EXCHANGE LLC, DUBAI

Jul 2021 - Aug 2023
- Responsible in buying and selling currencies.
 - Prepares WPS documentation and WPS payments. Cross selling of WPS offers and engaging the customers in a strong way. Promoting the best ways to engaged the customers to open WPS accounts in Company.
 - Cross Selling of Company Products like Visa Card and other items.
 - Encashment of Traveler's Cheques in accordance to Anti Money Laundering procedures and UAE Central Bank regulations.
 - Processing instant money transfer worldwide for both send and receive transactions such as Express money transfer, Western union and Domestic transfers.
 - Issuance of Demand Drafts, Telegraphic Transfer and multi currency fund Transfer.
 - Ensure accurate and timely processing of basic transactions for foreign exchange customers and balance daily work in accordance established policies and procedures.
 - Perform transactions in a professional manner to build customer confidence and trust.
 - Resolve basic service issues or refer to appropriate associate to guarantee customer satisfaction and retention.
 - Promote consumer's products and services; via customer education and cross sell referrals.
 - Identified and eliminated errors when balancing cash point transactions, teller cash dispensers and teller cash recyclers.
 - Reconciled cash and cheques against computer records at end of shift.
 - Build customer loyalty through courtesy and friendliness.
 - Responsible in handling petty cash fund and all administrative expenses.

Retail and Accounts Assistant

Pakistan Supermarket LLC, AJMAN

Jul 2020 - Jun 2021

- Worked closely with shift manager to solve problems and handle customer concerns.
- Checked pricing, scanned items, applied discounts, and print receipts and barcodes of items.
- Used POS system to process sales and returns.
- Assisted customers with prompt and polite support in-person and via telephone.
- Making sales invoices, Purchase invoices, GRV and uploading in Account Software.
- Monitored customers for signs of security concerns and escalated issues to management.
- Prioritized helping customers over completing other routine tasks in store.

Salesman cum Storekeeper

JDF General Trading LLC, DUBAI

Aug 2019 - Jul 2020

- Taking orders from NOON and Amazon and processing them, and preparing them for delivery.
- Received, merchandised and arranged all shop items for visual display.
- Tagged merchandise and neatly stocked on shelves and display areas.
- Kept sales receipts and maintained accounting records.
- Issued invoices to request payment from customers every month.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Filled orders by gathering merchandise specified in requisitions.

Education and Qualifications

- Bachelors of Science and Commerce

COMSATS UNIVERSITY, ISLAMABAD

Jan 2015 - Feb 2019

References

Skills

Microsoft office	<div><div></div><div></div><div></div><div></div><div></div></div>
Currency exchange knowledge	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Currency and coin counter operation	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Currency transaction management	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Data Entry	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Organization and Time Management	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Debt and credit management	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Wages Protection System	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Relationship building and management	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Risk management evaluation	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Anti Money laundering Operations	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Sales	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Courses

Microsoft office Specialization	Feb 2014 - Jan 2015
Ocean Academy	

Publications

Article Named " Assessment of Heavy Metals and Associated human health Risks in Root Vegetables irrigated with Sewage Water".

Custom section

Visa Status
Visit Visa