



Muhammad Ali

Remittance Cashier

My Contact

✉ muhammadalizia84@gmail.com

☎ +971-545703540

📍 International City- Dubai

SKILLS & PROFICIENCIES

- Multitasker with good interpersonal skills
MS OFFICE WITH EXCEL AND WORDS
- customer queries and achieve customer satisfaction
- Excellent English communication skills
Interpersonal skills
- General Administration
- DATA Entry
- Knowledge of Photocopier, telephones, fax
- work under pressure

CERTIFICATES

- Data Analytics
- Customer service certificate

Education Background

- Bachelor degree holder-Uae attested educational certificate
Punjab University Lahore-Pakistan
B.sc in Physics ,Math
Completed in 2015
- High school Diploma
Completed in 213

Achievements

- | | |
|------------|---|
| 2020- 2022 | Acted as a liaison between customers and other departments, ensuring smooth communication and problem resolution |
| 2017- 2019 | Successfully developed and implemented an online teaching platform, which resulted in an increase in classroom engagement. Innovative and energetic approach to teaching. |

Language

- English ,Urdu
- German A one LEVEL

About Me

To leverage my 3 years of experience in administration in Dubai, along with my skills and knowledge in pack, sort, and distribute documents/mail items, prepare standard documents, maintain general logs, data entry, maintain files, ensure hardware assets are in working order, order and maintain office stationary supplies, provide routine services, and assist with general office administration. Seeking a position that allows me to apply my expertise in a dynamic and organized environment, contributing to the smooth operations and efficiency of the office.

Professional Experience

Front office Receptionist At emirates Airline Headquarters WORKED By Trans guard group LLC 2019-Continue

- My key Responsibilities are
- Efficiently pack, sort, and distribute documents/mail, following guidelines and procedures with meticulous attention to detail.
- Prepare and distribute standard documents to internal and external departments, utilizing various methods such as photocopying, scanning, and binding.
- Maintain accurate and up-to-date logs and reports, ensuring management approval when necessary, and performing data entry tasks.
- Issuing Visitors passes using EVMS
- Organize and maintain files, disposing of outdated documents while adhering to department requirements.
- Ensure proper functioning of office hardware assets and promptly report any issues.
- Manage office stationary supplies and restock as needed.
- Provide routine services including typing, and client communication, supporting general office administration.
- Keep team members informed about meetings, and other relevant updates.
- Utilize computer skills, particularly in Word, Excel, and other relevant software.

Cashier and Receptionist at Ideal Learner School Pakistan 2017 - 2019 (2year Experience As as Cashier)

- Key responsibilities:
- Managed all incoming calls, answered them and directed it to the appropriate staff member.
- Greeted all visitors with courtesy and guided them to their desired locations.
- Assisted the public, student and staff in their queries.
- Receive and process cash payments from students, parents, and stakeholders, ensuring accuracy and adherence to procedures
- approach to teaching.
- Assist with petty cash management, ensuring proper documentation and spending limits.
- Comply with school policies and legal regulations related to cash handling.