



MUBASHAR ABBAS

Cash Management & Customer Services



+971561901027



mi.abbas022@gmail.com



www.linkedin.com/in/mubashar-abbas-ba8018133

PERSONAL STATEMENT

Thank you for considering my application for this position.

I am a highly-motivated, passionate, energetic and commercially-focused team worker who understands the importance of self-discipline, high standards, and prioritizing my work in line with the company's objectives.

In recent years, I have developed excellent communication and interpersonal skills, which means I will consistently be a result-driven while dealing with customers and client, and collaborating with my co-workers.

If you are hire me, I will be a positive role model for the organization and take ownership of my ongoing development, so I am always a beneficial team member.

Contact Details:

Address:

Dubai, UAE.

Notice Period:

Immediately.

Visa Status:

Visit Visa.

Degree Attestation:

Attested by all Departments.

Personal Details:

Date of Birth:

04-02-1998.

Passport Details:

TW1013091 (Valid till Nov 2026).

Gender:

Male.

Marital Status:

Married.

Nationality:

Pakistani.

Languages:

- English (Fluent).
- Urdu (Native).

Work Experience:

Cashier & Customer Services**Ravi Exchange, Pakistan**

May 2022 to Oct 2023

Duties & Responsibilities:

- Perform accurate and efficient cash handling during customer transactions.
- Process customer deposits, withdrawals, and currency exchanges.
- Verify the authenticity of currency and financial instruments.
- Maintain a balanced cash drawer and address discrepancies promptly.
- Follow security procedures to prevent fraud and unauthorized transactions.
- Provide excellent customer service, addressing inquiries and concerns promptly.
- Assist customers with account-related issues and transaction discrepancies.
- Educate customers on the company's products, services, and promotions.
- Resolve customer complaints or issues in a professional and efficient manner.
- Collaborate with other departments to ensure a seamless customer experience.

Administrative Assistant**Style Textile (Pvt) Ltd, Pakistan**

Nov 2020 to April 2022

Duties & Responsibilities:

- Managed office supplies, equipment, and coordinated repairs, ensuring an organized and efficient office environment.
- Maintained accurate records and documentation related to production, inventory, and personnel, facilitating easy retrieval of information.
- Handled incoming and outgoing communications, including emails, phone calls, and mail, acting as a liaison between different departments and external contacts.

Core Competences:

- Project Management.
- Time Management.
- Multi-Tasking.
- Problem Solving.
- Payroll and Compensation Management.
- Ethical Conduct.
- Learning and Development.
- Confidentiality.
- Adaptability.
- Research and information gathering.

Soft Skills:

- Adobe Illustrator.
- HRIM & HRMS
- Accounts
- Adobe Photoshop.
- AutoCAD.
- Microsoft Office.
- Microsoft Outlook.
- Ai.
- Internet Browsing.

Interests & Hobbies:

- Studying Self-Development courses.
- Physical Fitness.
- Volunteering.
- Networking.
- Professional Development.
- Social Media Management.

Volunteer Experience:

- Clean and Green Pakistan
- Flood Relief Campaign.
- Corona Relief Tiger Force.

- Inputted data into relevant systems and databases, generating reports to support decision-making processes.
- Coordinated and managed schedules for meetings, appointments, and facility events, including arranging conference rooms.
- Greeted and assisted visitors, vendors, and contractors, ensuring compliance with security and safety protocols.
- Provided project assistance by coordinating resources, tracking progress, and ensuring deadlines were met

Customer Service Representative
United Bank Limited, Pakistan

April 2020 to Sep 2020

Duties & Responsibilities:

- Assisting customers with documentation to open and close their accounts.
- Address inquiries related to account balances, transactions, loans, and banking services.
- Resolve customer complaints and issues promptly and effectively.
- Maintain a deep understanding of the bank's products and services.
- Maintain accurate records of customer interactions and transactions.

Academic Credentials:

Bachelors of Business Administration

2016 - 2020



University of Okara, Pakistan

Specialization in Marketing

CGPA: 3.04

Intermediate of Commerce

2015 - 2016



Concordia College Okara, Pakistan

Commerce

Achievements:



Amazon (FBM & Drop shipping)

Virtual Assistant.



Architectural Designing

Freelance.



Graphic Designing

Freelance.