

MUHAMMAD IRFAN

Postal Address:

UAE Address: Flat No.G 16 Spain Cluster Building S22, Dubai

PAK Address: Mohallah Farooqia, P/O Rohilanwali, Tehsil and District Muzaffargarh, Punjab, Pakistan.

Cellular: **+971524051620, +92-300-7303210**

Email: mirfan201378@gmail.com

Passport No: BY1981343 Passport Tracking No: 30102308349



OBJECTIVE:

Seeking career in such an institute which would provide me a competitive and learning environment to implement my knowledge for the enhancement of my skills for further professional development.

PERSONAL INFORMATION:

Father's Name Muhammad Mosa **Date of Birth** 19-07-1984

Domicile Muzaffargarh (Punjab)

N.I.C # 32304-0198134-1

Marital Status Married **Religion** Islam

ACADEMIC RECORD:

Degree	Year	Obtain	Tzotal	Board/University/Institute
Bachelor of Science 04 year				
BS hons	2006	3.05	5.00	Bahauddin Zakriya University Multan
Intermediate				
F.Sc(Pre Engineering)	2002	719	1100	BISE Multan
Matriculation				
Matric (Science)	2000	599	850	BISE DG Khan

Total Experience: 08 Years

Cashier/Teller AL Fardan Exchange LLC.



(27 DEC 2020 to till now)

- Working as a Customer Service Officer/Teller/FCY Cashier In Al Fardan Exchange LLC.
- 2 year working experience as a FC (Foreign Currency) Cashier.
- Multiple currency handling.
- Bank Transfer across the world.
- WPS payments solutions and services
- Undertake daily banking tasks
- Operate the cash register will handling transactions
- Maintain safe custody all cash

Customer Service Officer in UAE Exchange LLC.

(27 Feb 2016 to 27 Dec 2020)

- Working as a Customer Service Officer in UAE Exchange LLC.
- 1 year working experience as a FC (Foreign Currency) Cashier.
- Multiple currency handling.
- Bank Transfer across the world.
- Receive payments from clients in exchange for goods and services
- Undertake daily banking tasks
- Operate the cash register will handling transactions
- Maintain safe custody all cash
- Generate daily agency reconciliation reports
- Monitor daily sales
- Reconcile all transactions on a daily basis.
- Handle financial transactions
- Maintain records of financial transactions
- Provide financial product information

□ Elementary School Educator

(27 Aug 2012 to 26 Feb 2016)

- Worked as a Elementary School Educator in Government Primary School Jhalar Wala Muzaffargarh Punjab.
- Teaching the Science subjects specially Math & Physics.
- Teaching the Social Sciences subjects.
- Conducting the daily assembly in morning time.
- Supervising the healthy activities in school.



□ Computer Telephone Wireless Operator in Rescue 1122

(2009 to 2012)

- Worked as telephone operator on Punjab Emergency Services Help line.
- Attending the calls during emergencies and utilizing the available resources to handle the emergency situation.
- Operating the Wireless operation.
- Moving the emergency vehicles to cope with different incidents.
- Dealing with Road Traffic Accidents, Medical, Fire, Drowning and flood emergencies in daily routine work.
- Making the daily incident report and submitting it to head office.
- Updating the call log.
- Updating the incident record in system.



COMPUTER SKILLS

- Computer (MS Office, MS Word, MS Excel, Internet & E-mail) ➤
- Operating of Wireless Technology.

SKILLS:

- Computer (MS Office, MS Word, MS Excel, Internet & E-mail) ➤
- Operating of Wireless Technology.
- Active member of Community Rescue and Safety Wing.
- Sports.
- Net Surfing.
- Reading Books. ➤
- Swimming.

LANGUAGE SKILLS:

- English
- Urdu
- Arabic
- Punjabi

REFERENCE:

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- Will be furnished on demand