



Munawfer Mohamed Muheez

Counter Staff/Teller

A hardworking and dedicating individual, who enjoy the success of the completion of a given assignment, An effective communicator with excellent relationship-building, vendor management and problem-solving capabilities. Possesses outstanding time management skills, with a resilient attitude marked by high personal-integrity and energy experience.

Experience

Contact

PHONE : +971 50-7576590
EMAIL : muheez0099@gmail.com
DOB : 22nd Feb 1994.
VISA : Employment Visa
ADDRES : Sharjah, UAE.

Education

ROYAL ENGLISH SCHOOL : G.C.E ordinary level examination-2010

E-SOFT CAMPUS :Advanced Diploma Certificate in Business Management Semester 1 & Semester 11

DATA INFORMATION BUREAU: Diploma in Banking Assistant -2012

Expertise

- Client Relations
- Talent Acquisition
- Administration
- Risk Management
- Problem Solving
- Time Management

Language

English
Hindi
Arabic (Basic)
Tamil
Sinhala

Administrator

Al Jazairi ReadyMix Jamix- Sharjah

Since 30/05/2022 to Till Date.

Prepare correspondence documents, Request for proposals, perform general administrative duties such as answering phone calls, processing email, scheduling meetings. Coordinating daily manpower report, ensuring optimal staffing and efficient workflow.Managing daily consumable report Truck Mixers & Concrete Pumps contributing to accurate inventory control. Liaised with various departments for logistics support, streamlining operational efficiency.Renewing Third-party Insurance & maintaining RTA Fines. Updating daily work schedules, site coordination, fostering effective communication and collaboration among team members. Handling camp administration, security pass administration Implemented HR policies & procedures, managed performance appraisals, and ensured policies were up to date.

Front Counter Executive

Fashion Bug Pvt Ltd- Srilanka

2017 - 2021

Handling customer inquiries, resolving problems and ensuring a high level of satisfaction & retention. Collaborating with team to meet daily targets and provide consistent customer service quality. Utilized communication tools and software to manage customer interactions and document resolutions engaged with clients, managing inquiries and resolving any arising issues. Navigated complex customer queries, translating them into actionable insights for improvement, supporting team members in complex cases, sharing knowledge and best practices in customer support.

Teller

Al Fardan Exchange- Doha Qatar

2014 -2016 (2 Year)

Operating AFEX system to process various financial transactions, maintaining accurate records,assisting customers with their inquiries concerns and requests, processing various types of transactions, such as account transfers, western union, cheque, cashing and currency exchange. Ensuring compliance with cash handling and anti-money laundering AML & KYC policies, Reporting any suspicious activities or transactions-maintaining accurate transaction records and receipts,Balancing cash drawer at the beginning and end of each shift.

Reference

Mohamed Hilal

Senior Supervisor, Shurooq-Sharjah Investment & Development Authority

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