



Waqar ahmad

Customer relation executive/Teller/marketig

UAE Driving license

CONTACT



Address

Shabiya 12 building no 229 abu dhabi



Phone

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EDUCATION

2010

BACHELOR IN COMM (B.COM)

University of punjab

2008

HSSC(BOARD OF INTERMEDIATE

Rawalpindi board

2006

SSC(BOARD OF INTERMEDIATE

Rawalpindi board

PRO.SKILLS/LICENSE

Uae driving license

Excel,word

Quick Learner

Positive attitude

English,arabic,p

unjabi,urdu

customer service

PROFILE SUMMARY:

HIGHLY EFFICIENT, INNOVATIVE AND METHODICAL SALES EXECUTIVE WITH EXTENSIVE EXPERIENCE OF SUPPORTING SALES DEPARTMENTS BY USING STRONG COMMUNICATION SKILLS. CAN RELATE WELL WITH PEOPLE AT ALL LEVELS AND HAS THE FLEXIBILITY OF WORKING WELL AS PART OF A TEAM OR INDIVIDUALLY. COMFORTABLE WORKING IN A FAST PACED, GROWTH ORIENTED WORK ENVIRONMENT AND POSSESSING A PROVEN

EXPERIENCE

2021present

AHALIA MONEY EXCHANGE 2021 present

TELLER/CUSTOMER RELATION EXECUTIVE

- Accepts and physically keeps a tally of cash amount while being a single window representative (remittance and forex)
 - Collects proper and required documents from customers
 - Remittance to all available corridor
 - Handles payment of MoneyGram, Transfast, instant cash and EZ Remit
- Cross sells various products to customers
Responsible for routine branch operations which include purchase and sale of foreign Currency, money transfer, Bill Payment, Vat and currency

AL FALAH SECURITY AND SAFETY (2015-2021)

ADMIN/SECURITY SUPERVISOR

- Monitoring site team operations and Task Entity Specialist.
verification and corrective action steps including preventive actions
Followed 80% of corrective actions.
- Assist in the completion and preparing reports for management.
 - Verifying and Controlling the access activities related to restricted entities.
 - Verifying and Controlling all the FM Activities related to KIZAD Logistics.
 - Other General Administration Activities, i.e. Invoice Preparation, store keeping
- Recommended changes in Security and safety measures to protect employees office
- ### MCB BANK LTD PAKISTAN(2011-2012)
- #### CUSTOMER CARE
- Senior claims representative
 - Identifying the qualified claims.
 - Gathering information from customer connecting customer with law

