

MUHAMMAD WASEEM ASLAM



📞 563561052

✉ rajawaseem7161@gmail.com

🏠 Musaffah M3, Abu Dhabi, UAE.

ROLES & RESPONSIBILITIES

- Customer Services.
- Cash Handling.
- Executes foreign currency transactions for clients.
- Responsible for the daily outward and inward transactions of the remittance product.
- Developing business plans and attaining sales goals.
- Handling All incoming call & answer all inquiries and complaints receive from customers.
- Accurately maintain record of each transaction and ensure all documents and paper work place and within compliance.
- Performing managerial tasks, such as scheduling, maintaining inventory and evaluating employee performance.

SKILLS

- MS Word
- MS Excel
- MS Power Point
- Data Entry
- Office Management
- Invoicing & Billing
- Inventory System
- Stock Management
- Retail Operations
- Customer Relationship Software
- Cash Handling
- Customer Support
- Customer Service
- Inbound & Outbound Calls
- Resolving Queries
- Currency Exchange
- Financial Transactions
- Operational Processes

OTHER SKILLS

- Deals in all currencies.
- Western Union Sending / Receiving.
- Money Gram
- Telegraphic Transfer / Demand Draft.

QUALIFICATION

- **GRADUATION**
Shah Abdul Latif University Khairpur.
- **INTERMEDIATE**
Board of Intermediate Sukkar.
- **MATRICULATON**
Board of Secondary Education Karachi.

EXPERIENCE

- **UNIVERSAL EXCHANGE CENTER (ABU DHABI).**
Performing duties as a Teller.
(Sep 2022 To Continue)
- **LINK INTERNATIONAL EXCHANGE PVT. LTD.**
Performed duties as a Branch Manager.
(July 2020 To 2022)
- **LINK INTERNATIONAL EXCHANGE PVT. LTD.**
Performed duties as a SR Officer.
(June 2017 To July 2020)
- **AA EXCHANGE PVT. LTD.**
Performed duties as a Branch Incharge.
(July 2015 To May 2017)
- **GUL AHMED (DOLMEN CENTER)**
Performed duties as a senior cashier.
Performed duties as a salesman.
(Mar 2013 To June 2015)

PERSONAL INFORMATION

Father Name	Muhammad Aslam
Date of Birth	27 th Jan 1993
Religion	Islam
Marital Status	Single
C.N.I.C. No.	42301-0954446-7
Passport No.	WW1804462
Passport Expiry	May 2027
Nationality	Pakistani

LANGUAGES

URDU

PUNJABI

ENGLISH