



# Faizan Sheeraz

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United Arab Emirates, city Sharjah, Muhawaila

## OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## EXPERIENCE

2021 -  
2022

- **Assistant warehouse Tele**

Innovation Groups Uae

**Jobs Duties & Responsibility**

- Ensuring cleanliness, tidiness and safety of work environment.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.

2023 -  
2024

- **Security officer & Customer service(Seira holder)**

First Choice security company uae

**Duties & Responsibility**

- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

2009 -  
2010

- **Cashier**

National Bank of pakistan

**Cashier duties & Responsibilities:**

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.

2017 -  
2020

- **Cashier & BDO**  
Al Faysal Bank pakistan  
Cashier & BDO Duties
  - Provided exceptional customer service by responding to individual client needs
  - Performed data entry services regarding client's accounts and transactions
  - Processed banking account transactions including withdrawals, deposits and foreign payments
  - Built strong relationships with customers and promoted top products and services

## EDUCATION

2013

- **Bachelor of Commerce and Accounting**  
University of Sargodha  
823/1500

2009

- **Diploma of Commerce and Accounting**  
Lahore Board  
642/1200

2007

- **Matriculation**  
Rawalpindi Board  
573/850

## SKILLS

Interpersonal communication Loss prevention techniques Written and verbal communication Time management Product knowledge Telephone etiquette Customer service Dispute resolution Dependability Efficiency Flexibility Friendliness Basic (PC) computer knowledge Attention to detail Sales Point of Sale systems (POS) Positive attitude Punctuality Multitasking

40%

## ACHIEVEMENTS & AWARDS

- HSE (Health Safety Education Pakistan Digital Education Council) Management Health and Safety

## INTERESTS

- Watching cricket, playing valley ball, Help to needy people

## LANGUAGES

- English Urdu Punjabi Hindi, Arabic

## PERSONAL DETAILS

- Date of Birth : 27/06/1989
- Marital Status : Married
- Nationality : Pakistani
- Religion : Islam
- Passport : 10 years Validity
- Gender : Male

## REFERENCE

- Reference Available upon Request -