



# SAMI ULLAH

## PROFILE

Currently looking for a job where i can apply and share my knowledge, learn experience and new things. A detail-oriented and dedicated professional with extensive experience in customer service, demonstrated leadership skills, team collaboration and MS office.

## WORK EXPERIENCE

- **Tranguard Group LLC \_ Dubai** 2021 - CURRENT  
ATM technician & cash custodian
  - Atm maintenance.
  - Escort with engineer during ATM repair malfunctions.
  - Assist custodian in the smooth conduct of CIT.
  - Work flexible hours including weekends and holidays.
- **Pakistan Currency Exchange \_ Sialkot, Pakistan** 2019 - 2021  
Teller
  - Interacts with customers.
  - Verifying identification.
  - Processing currency exchange and money transfer transaction.
  - Mentored and coached new tellers.
  - Demonstrated outstanding customer service, resolved customer concerns and helped build customer loyalty
  - Helped assistant manager with administrative jobs
  - Keep all transactions record
- **Crown Plaza hotel** 2018 - 2019  
Hotel Receptionist
  - Providing a friendly welcoming service to all guests.
  - Maintaining safety and hygiene.
  - Handling guests queries and complaints.
  - Scheduled and confirmed appointments and maintained calendars.

## COURSES

Computer Network Technician \_ Punjab board of technical education, Lahore, Pakistan

Basic life support \_ Security industry and regulatory agency dubai

Fire and safety training \_ Emirates Group security, Dubai

Cash and Valuable in transit \_ Center of aviation & security, Dubai

## CONTACT

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## EDUCATION

2015 - 2017

INTERMEDIATE : ECONOMICS

- Rawalpindi Board, Pakistan

2013 - 2015

MATRICULATION : COMPUTER SCIENCE

- Rawalpindi Board, Pakistan

## SKILLS

- Ms office
- Team work
- Active listening
- Strong communication
- Critical Thinking
- Customer service
- Knowledge of public safety & security
- Conflict resolution
- Leadership
- Time management
- Adaptability

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Basics)
- Punjabi (Intermediate)