

MUHAMMAD FARAZ

Address: Dubai Investment Park, Dubai, UAE

Contact No: +971 56 2216 732

E mail: farazbaba730@gmail.com



OBJECTIVE

To become a competent & dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible positions.

PROFESSIONAL EXPERIENCE

Name of Organization: Lulu International Exchange

Position Held: **Front Line Associate (FLA)**

Period: December 2021 to present

Job Responsibilities:

- Processes over-the-counter remittances and high value transactions according to prescribed policies, guidelines, processes, and service level agreements.
- Forex and WPS deposit and withdrawal Receives payout from across the globe except high-risked transactions.
- Receives payout from across the globe except high-risked transactions.
- Prepares and submits accurate and timely branch reports based on prescribed timeline, e.g., Daily Cash Report, EOD Report, etc.
- Monitors all KYC documents and follows all company AML Policies.

Name of Organization: Al Razouki International Exchange

Position Held: **Cashier & Teller**

Period: January 2018 to November 2021

Job Responsibilities:

- Sends customers' remittances to their home countries through Casmex, Ime (Ria), Western Union, Xpress money, Transfast, Instant cash and much more.
- Processes salaries of customers through WPS.
- Deals with the buying and selling of foreign currencies.
- Reports daily to manager about all client requests which were handled.

Name of Organization: Muhammad Qureshi International Textiles LLC, UAE

Position Held: **Sales Executive**

Period: September 2016 to October 2017

Job Responsibilities:

- Answers questions about the products
- Negotiates prices and terms and prepare sales agreements
- Maintains contact lists and follow up with customers to continue relationships

Name of Organization: Nestle, Karachi Pakistan

Position Held: **Sales Coordinator**

Period: November 2014 to August 2016

Job Responsibilities:

- Analyzes customer shopping data to optimize sales efforts and better identify potential customers.
- Enters order information into the company database.
- Answers client questions regarding their account or sales products.

Name of Organization: Carrefour, Pakistan

Position Held: **Brand Ambassador**

Period: October 2013 to November 2014

Job Responsibilities:

- Develops social media strategies based on continually evolving metrics and client feedback
- Measures the conversion rates and other metrics for ongoing campaigns and make adjustments as necessary
- Creates content for our website and blog to attract new clients and to establish us as experts in social media marketing for products.
- Stocks sales floor shelves for the customers who request additional inventory management assistance.

EDUCATIONAL QUALIFICATION

- H.S.S.C Passed – Sindh Board, Pakistan
- DOMINO English Learning Course
- Computer Course from ROSHI COMPUTER INSITUTE

EDUCATIONAL QUALIFICATION

- H.S.S.C Passed – Sindh Board, Pakistan
- DOMINO English Learning Course
- Computer Course from ROSHI COMPUTER INSITUTE

COMPUTER SKILLS

- Basic Computer knowledge
- Microsoft Office Applications (MS Word, MS Power-point, MS Excel)
- Internet Browsing and Emailing.

PERSONAL INFORMAITON

- Date of Birth: 07-12-1995
- Nationality: Pakistan
- Gender: Male
- Marital Status: Single
- Religion: Muslim
- Languages: English & Urdu

KEY SKILLS

- Self-motivation.
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

DECLARATION

- I hereby declare that the facts given in resume are correct to best of my knowledge and belief

