



Ammad-UI-Hassan
SALES CONSULTANT

CONTACT INFORMATION

MAIL: ammadtarar72@gmail.com
PHONE: 056 8667838
ADDRESS: Abu Dhabi, UAE

DOB: 04 NOV 1992
GENDER: Male
NATIONALITY: Pakistani
VISA STATUS: Employment

OBJECTIVES

Obtain a position as a team player in a people-oriented organization where I can maximize my experience in an environment to achieve corporate goals. I am motivated and hardworking, seeking my next career challenge.

LANGUAGES

- English
- Arabic
- Urdu
- Punjabi
- Hindi

SKILLS

- Microsoft office
- Operative system
- Arabic/eng typing
- Customer support services
- Administrative skills
- Communication skills

INTERESTS

- Cocking
- Cricket
- Tourism & Photography
- Historical Movies & Series
- Learning A new Language
- Learning AI

Seeking for Appropriate Job

WORK EXPERINCE

Assistant Branch Manager May 2022-Present
Emirates India International Exchange LPC,UAE
Key Qualifications & Responsibilities

- Manage branch operation, settle foreign currency rates on a daily basis, sales of different products, and handle funding decisions for the branch.
- Conduct remittances transactions and sales of foreign currencies and ongoing operations of WPS and WUBS.
- Manage the productivity standards at the branch in order to maintain quality related aspects in terms of TAT and accuracy at the branch.
- Constantly monitor procedures and develop improved methods under compliance policies.
- Reviewing financial transactions to identify possible instances of money laundering and suspicious activity.
- Prepare documents related to the financial activity and related entities of Clients for compliance and audit.
- Resolve clients/ customer complaints if any.

Customer Service Officer May 2021 - April 2022
Emirates India International Exchange LPC,UAE
Key Qualifications & Responsibilities

- Handling Petty cash, posting of petty cash entries and maintaining petty cash bills.
- Preparation of cheques, maintaining cheque register and reconciliations of bank statements.
- Serve as a resource for branch personel concerning Exchange products andservices, policies and procedures, Retail system questions, and customer issues.
- Ensure the branch operates within the guidelines of the compliance policy and the appropriate procedures.
- Be completely cross-trained in all Retail functions.
- Effectively communicate ideas, suggestions for WPS deposits, Foreign Currency and money transfers.
- Decipher customer needs and offer the best solution based on policies.

Sales Representative July 2019 - May 2021
Ideal Mobile Phones and Computers Abu Dhabi, UAE
Key Qualifications & Responsibilities

- Handling Cash,Clearing daily accounts.
- Creating sales order,Creating LPO,Creating invoice
- Delivery coordinating,Stock Cheking,Filing documents

Assistant Examiner DEO June 2018 – June 2019
Punjab Group of Colleges Gujranwala, Pakistan
Key Qualifications & Responsibilities

- To prepare yearly staff roaster according to subjects.
- To prepares subjectively examination papers and segregation between 7 branches of the city.
- Conducting Exams and preparation of exams results gradually.

Administrative Jan 2016 – May 2018
Royal Computer College Gujranwala, Pakistan
Key Qualifications & Responsibilities

- Preparation of account, cheques, maintaining fee register & reconciliations of bank statements. Ensure the branch operates within the guidelines. Decipher customer needs and offer the best solution based on policies.

EDUCATION

• DIPLOMA IN COMMERCE	2014	PBTE LAHORE PAK
• BACHELOR OF COMMERCE -I (IT)	2016	PUNJAB UNIVERSITY PK
• HIFZ E QURAN	2009	WAFaq UL MADARAS
• MICROSOFT OFFICE	2016	RCCE GRW, PAK

CERTIFICATION

- Anti-Money Laundering/CFT BASIS 2021 UAE
- English/Arabic Typing
- Arabic Spoken Course

DECLARATION:

The information provided above are all true, correct, and an authentic to the best of my knowledge & belief and this is for your kind perusal. Since, please give me an opportunity to serve in your organization. So I can put sincere effort for the development of company. I hope that I will do my work as sincerely & hardly and I will win your faith.