



PERSONAL DETAILS

DATE OF BIRTH: 01-05-1996

Nationality: Indian

PHONE:

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ADDRESS:

Abu hail, Deira, Dubai, UAE

EMAIL:

Saad.nizar28@gmail.com

PROFILE

I have worked as a Customer Service Officer and Head Cashier with Financial Institution. Was responsible for contributing to the enhancement of customer's satisfaction Supervised and coordinated activities of workers engaged in clerical and administrative support activities.

CAREER OBJECTIVE

Graduated from Brillanz Educational Group for **Master of Business Administration** Program-highly motivated to launch professional career. Dynamic performance driven and result-oriented graduate offering hands-on experience in Customer Service Executive, Public Relations, Accounting and social media networking. Equipped with excellent written and verbal communication, committed to contributing to positive interpersonal relationship.

SAAD NIZARUDEEN

EDUCATION

Master of Business Administration

Brillanz Educational Group, Dubai- 2022

Bachelor of Business Administration

ICLBAT International College, Ajman - 2019

Higher Secondary Certification (12th)

New Indian Model School, Dubai - 2015

High School Certification (10th)

New Indian Model School, Dubai - 2013

WORK EXPERIENCE

Emirates India International Exchange

2019 - 2021

Worked as Customer Service Officer (CSO) Such as Teller, WPX, Head Cahier, Foreign Exchange Remittance Etc. etc.

TASC Outsourcing

2021 - Present

Currently working as sales associate, Handled returns of merchandise, Teamed up with co-workers to ensure proper customer service, Built productive trust relationships with customers, Complied with inventory control procedures.

SKILLS

FERG: Anti-Money laundering Regulations by Foreign Exchange & Remittance Group

Packages: Microsoft Office (Word, Excel, PowerPoint, Outlook-Intermediate Level)

Operating System: Windows 7, Windows 2003, Windows XP

Language: English, Hindi, Urdu, Malayalam.