

ISMAEEL MUHAMMAD MIRZA

UNITED ARAB EMIRATES



- 052-6064507 ▪ mirzaismaeel935@gmail.com

Objectives:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company.

Personal Profile:

- Name: Ismaeel Muhammad
- Father's Name: Muhammad Iqbal Mirza
- Nationality: Pakistani
- Date Of Birth: 06th November, 1996
- Religion: Islam
- Marital Status: Single
- Gender: Male

Skills:

- Good Communicational and Interpersonal Skills
- Hard working Team Member
- Courageous true towards the duties.
- Have a high respect for customer's service.
- Always keep on smiling under pressure.
- Efficient and well behaved person.
- Extremely hardworking self-motivated and able to work independently.
- Keep excellent inter personal relations with colleagues and ready to help them.

Educational Background:

- Bachelor in Commerce from "University of the Punjab"-(Lahore, Pakistan) 2017
- Intermediate in Medical from "Punjab group of Colleges"-(Gujrat, Pakistan) 2015
- High School Education Completed from "Government High School"-(Gujrat, Pakistan) 2012

Computer Skills:

- M/S Word, Excel & PowerPoint
- Internet and Emails
- Have Basic Computer Operating Knowledge.

Professional Experience:

- **Cashier, 11/2022- Current**
Lulu International Exchange:

Position : Front Line Associate

Duration : November, 2022 till Date

Location : Dubai-UAE

- **UAE Job Description:**

- To attend customers for business transactions as per the need of customer
- To address customer complaints, branch detail enquiries, transaction enquiries, rate enquiries and conversion
- To provide information to customers regarding rates, modes of transmission
- To comply with all compliance requirements related to the role
- To manage cash/cheque transactions appropriately as per company guidelines
- To perform marketing/sales initiatives as per organization's requirement
- Act as a happiness guides for the walk-in customers to improve overall customer satisfaction
- To follow the instructions of their supervisor and the Branch In-Charge, or any other member of management, as related to their duties.

- **Chartered Accountants Internee, Lahore, Pakistan**
Jawad & Co Chartered Accountants, 08/2021-02/2022

- Displayed energy and enthusiasm in fast-paced environment
- Operational machinery to achieve target while following regulations.
- Completed customer orders with speed and accuracy.

- **Internee, 07/2017-09/2017**
Muslim Commercial Bank, Gujrat, Pakistan

- Improved efficiency and productivity by acquiring new skills.
- Oversaw daily operation to achieve high productivity levels.
- Consistently arrived at work on time and ready to start immediately.
- Supported team by demonstrating respect and willingness to help.
- Increased customer satisfaction by resolving issues.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.

Language:

- English : (Fluent) Speaking, Reading & Writing
- Urdu : (Fluent) Speaking, Reading & Writing
- Punjabi : Mother Language

Passport Details:

- Passport NO : MX0160511
- Date of issue : 20th July, 2022
- Date of Expiry : 19th July, 2032
- Place of issue : Lahore, Pakistan
- Visa Status : Employment Visa

References:

Will be provided on requests