



HUSNAIN EJAZ

Career Objective

Secure a responsible employment position that will allow me to complete utilize my expertise and skills while also making a meaningful contribution to the company's development

Work Experience

July 2022 to Present

Alansari Exchange LLC

Designation : Customer Services Representative cum Remittance Clerk cum Dirham Cashier

Job Description

- ✓ Dealing with remittance (International, Domestic)
- ✓ Maintain polite and professional communication via phone and e-mail with customer and management
- ✓ Controlling documents for all kind of remittance to provide accurate information to customers and higher management
- ✓ Assisting corporate customers for WPS (Salary transfer) Procedures

January 2021 to July 2022

Nakheel Command & Control Center (PJCCC)

Star Security Services L.L.C

Designation : Document Authentication Clerk

Job Description:

- ✓ Controlling Access permit / Access card requests and documents verification for all Nakheel Projects
- ✓ Maintain polite and professional communication via phone and e-mail with the customer and management.
- ✓ Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- ✓ Prepare all kind of incident and accident reports and provide accurate information to clients and third parties.

January 2019 to December 2020

Zaka Solution Rawalpindi

Designation : Customer Services Representative

Job Description

- ✓ To develop company business through telemarketing on American Campaigns.

June 2018 to December 2019

Services Group of Industries Gujrat

Designation : General Receiver

Job Description

- ✓ To receive factory material from outsource contractors and to dispatch it in relevant departments after verifying quantity and quality.

Reference

Will be provided upon request

Contact



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Education

• Diploma in Electronics Eng.

Session 2017

From : TEVTA Lahore

Govt. Swedish Pakistani College of Technology Gujrat

Marks : 69%

• Matriculation

Session 2010-12

From BISE Mirpur AJK

Read Foundation School and College Bhimber AJK

Marks : 72%

Professional Qualification

- MS Office Program (Word, Excel, Powerpoint)

Skills

- Efficient Self-motivated, helpful
- Responsibility, fast learner
- Extremely organized
- Can work independently and in groups
- Time management

Language

- English
- Urdu
- Arabic