



ANWAAR IFTIKHAR

About Me

. Detail-oriented Remittance Cashier with strong cash handling and customer service skills. Committed to excellent service and policy adherence. Seeking position in Dubai, AE.



+971583038485



anwaariftikhar33@gmail.com



Al Khail, Dubai

LANGUAGE

- English
- Urdu
- Punjabi

EXPERTISE

1. Data Validation & Management
2. Receptionist
3. Customer service
4. Administrative support
5. Multitasking
6. Communication skills
7. Organizational skills
8. Accuracy, Speed, Typing
9. Microsoft Office
10. Appointment Scheduling

EXPERIENCE

Customer Relationship Officer

Emrill

2024- Present

Entered customer and call details accurately and efficiently. Maintained high-speed data entry with quality assurance. Collaborated with agents for effective inquiry resolution, conducting audits for data integrity

Data Entry Operator-Western Union-Pakistan

2019 - 2023

Entered customer and transaction details accurately into Western Union database, ensuring timely processing while maintaining confidentiality and data security. Collaborated to streamline processes and conducted regular quality checks for error rectification

EDUCATION

University of Education, Lahore, Pakistan(5600)

Bachelor's in Accounting
2017-2021

University of the Punjab, Lahore, Pakistan(53700)

Master's in Finance
2021-2023

SKILLS SUMMARY

Data Analysis 78 %
Appointment Scheduling 81 %