



# MUHAMMAD ASIM FAROOQ

## Remittance Cashier / Customer Service.

### Contact Me

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-  Adnoc School Sas Nakeel  
Abudhabi  
Abu Dhabi, United Arab  
Emirates

### Other Info

#### Skills

Ms office, peachtree, tally, Quick book

#### Languages

English, Urdu, Arabic, Punjabi.

#### Interest

Music, Travelling, Reading books.

#### Others

Driving license No 2565993  
Abudhabi light Vehicle



### About Me

To enhance my abilities in a very professional way I would like to be a post of a professional team work in a challenging and professional environment with maximum opportunities for career growth and development.



### Experience

01-07-2013 - 01-05-2016

#### Al Habib Currency Exchange Pvt Ltd Pakistan. | Teller/ Cash Counter Stuff/Customer Service

To provide excellent customer service at branch customer.  
To attend customers for all business transactions at the counter.

Attending customers for making Remittance, currency exchange, demand drafts / telex transfer/ electronic transfer, etc.

To answer customer complaints, branch detail enquiries, transaction enquiries, rate enquiries, conversion  
Prepare End of day report.

Sort and file deposit slips and checks. Receive and count daily inventories of cash, drafts, and travelers' checks.

2017 - Currently

#### Securiguard Middle East Abudhabi. | Security Guard / Customer Service

Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.

Controls traffic by directing drivers.

Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures. Maintains environment by

monitoring and setting building and equipment controls. Maintains organization's stability and reputation by complying with legal requirements. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques. Contributes to team effort by accomplishing related results as needed. Photo copy document print scan. Identify and assess customers' needs to achieve satisfaction. Provide accurate, valid and complete information by using the right methods/tools.



## Education

2011 - 2013

**University Of Sargodha | B.Com**

Banking, Finance, Accounting, Commerce.

2009 - 2011

**BISE RWP | I.Com**

Accounting, Business Math, Banking.

2007 - 2009

**BISE RWP | Matric**

Urdu, English, Math, Biology.



## Projects

2017 - 2021

**Securiguard Middle East Abudhabi |  
National Rehabilitation Center**

2021 - 2023

**Securiguard Middle East Abudhabi. |  
Al Yanah C5 Residence Building.**

2023 - Currently

**Securiguard Middle East | Adnoc  
School Sas Al Nakeel Abudahbi**