

of professional career



Deira Dubai near Kabul Darbar

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## SUMMARY:

### ACADEMIC CREDENTIALS:

Bachelor of Commerce from the Federal Urdu University of Pakistan (2013).

Intermediate (Commerce) from Federal Urdu College (2001).

Matriculation (SCI) from Allama Iqbal Higher Secondary school (1999).

### PROFESSIONAL EXPERIENCE:

Position: Accountant

Company: EMAN DAD Textile trading L.L.C (UAE)

Period: October 2021 to September 2024

Position: Customer Relations Executive / Cashier

Company: ALAHALIA MONEY EXCHANGE BUREAU (UAE)

Period: April 2018 to July 2020

### Responsibilities:

- Work directly with Manager and Chief Cashier.
- Supervising the work of office juniors and assigning work for them.
- Good PR specially in Bur Dubai and Deira Dubai.
- Handling incoming / outgoing calls, correspondence, cheques and filing.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Got Employ of the Month of fastest counter dealing more than 300 Customers of a day.
- Maintain all equipment and office supplies to ensure smooth office operations.
- Open / close branches as required and ensuring all tasks and checks are completed.

- Receiving and processing all invoices, expense forms and requests for payment.
- Maintains a cash float and follows balancing and reconciling procedures.
- Handle foreign currency exchange transactions for customers.
- Provide excellent customer service by answering inquiries and resolving complaints.
- Prepares daily 'End of Day' sheet at the close of each business day.
- Worked with Accounts Payable / Receivable team.
- Monitoring customer accounts for nonpayment and delayed payment
- Prepare payments for signature.

### KEY SKILLS AND COMPETENCIES :

• Strong Work Ethic

Adaptability and Flexibility

• Negotiation & Persuasion

Team Handling

Conflict Resolution

### COMPUTER PROFICIENCY:

- ☐ Ms Office : MS Excel and MS Word
- ☐ Hardware: Trouble shooting, assembling, installation.
- ☐ Typing speed : 45 words per minute

### PERSONAL PROFILE:

Father's Name : Imam Buksh

Date of Birth : 18 July 1983

Marital status : Married

Religion : Islam

Nationality : Pakistani

N.I.C : 42301-0749355-5

