

# OMAR FAHIM



✉ fahimomar999@gmail.com

☎ 971529942521

📍 Al Nahda Sharjah, UAE

## 🚀 SKILLS

Ability to work overtime when needed

Excellent personal presentation and interpersonal skills

Thorough attention to detail

Patience and ability to remain calm under stress

Administrative skills

Cash counting skills

Maintaining balancing record with 100% rate of accuracy

Proficient in using computers and other office equipment

Reaching sales goal with hardwork and service delivery to the customers

Ability to sell products and services

## 👤 PERSONAL DETAILS

Date of Birth : 26/03/2002

Birth

Nationality : Ugandan

Gender : Male

Visa Status : Employment

## 🎯 OBJECTIVE

I am an intelligent hardworking, dynamic, ambitious person who is highly motivated, committed, self-driven, honest, analytical, team player with decision making skills, researching and reporting skills, ability to work under minimum supervision, a good organizational interpersonal and communication skills as well as having the desire to be trained and eagerness to learn quickly

## 👛 EXPERIENCE

### CASHIER

05 July 2023 TILL DATE -

GCC EXCHANGE (UAE)

#### DUTIES AND RESPONSIBILITIES

- Whenever opening the shift must count all the cash before starting transactions and also ensure all the cash is tallied at the time of closing
- Provide support and information to customers over the counter
- Ensuring transactions are completed in an efficient manner with high level of accuracy
- Follow compliance procedures, company policies and abide by all safety guidelines as per company standards
- Interact with customers accordingly so that we get to know customers more (KYC)
- Accept cheques, cash and other forms of payment from customers
- Checking and verifying all the required documents before processing any inward or outward transaction
- To bring maximum branch profit in the forex currencies
- Ensuring customers leave the counter when they are satisfied with the service provided
- Conduct marketing activity outside the branch to ensure more customers know about our products and services
- To make sure the numbers of customers increase in the branch and to maintain the numbers too

## **TELLER OFFICER**

2020 - 2022

### **SAFA MONEY EXCHANGE (UGANDA)**

#### **DUTIES AND RESPONSIBILITIES**

- Prepare specialized types of funds such as travelers cheques, saving bonds and money orders
- Responding to customer requests and concerns in a timely and hospitable manner to ensure customer satisfaction
- Exchange dollars for foreign currency
- Processing deposits and withdrawals
- Ensure all currencies are original
- Answer questions from customers about their accounts and resolve any emerging problem that customer may face with accuracy and efficiency



#### **EDUCATION**

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**Uganda Certificate of Education**

**Uganda Advanced certificate of Education**

**Bachelor of Business Administration**

# OMAR FAHIM

Subject: Application for Cashier/Customer service representative

Dear Sir/Madam,

I am writing to express my interest in joining a financial Institution sector in the field of Cashier/Customer service representative

I would like to achieve my personal and professional goals at global levels as a professional in the financial Sector. I developed a heart for being a banker. I gained the insight during my educational days and work life, that without finance a person has great difficulty attaining a substantial quality of needs in life. I have developed a great and strong foundation in banking including client centered financial care, holistic care involving cash transaction and exchange, learned group dynamics on how to interact and communicate; high financial intelligence; shared governance achieving quality cash management and most importantly the need for flexibility in terms of working hours. I have cultivated communication skills that improved the quality of Customer Care representation to solve Customer and Cash related Issues.

The attached resume details my education, qualifications, and skills.

I would be delighted to begin my banking based experience in a financial Institution in any of the above mentioned opportunities and give back to the community my experiences and gratitude that I learnt from my experience. I am open to work in any part of the world.

Please feel free to contact me if you need any further information from me.

Thank you for taking the time to consider my application.

For Reference and Acknowledgement/Recommendation Letter, Please feel free to contact me back for any.

Thank You

Sincerely,

OMAR FAHIM

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