

Muhammad Jamil Khan

To develop professional skills and managerial capacity is a challenging work environment that includes a challenging work environment that includes GO, NGO, Banks, or Non-banking Financial Institutions.



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Dubai, UAE

WORK EXPERIENCE

Cashier & Customer Services

**UAE Exchange Centre LLC (NMC Group),
Abu Dhabi, UAE 2008 till 2019**

- Process cash, credit, and digital payments
- Provide accurate receipts and balance cash drawers
- Address customer inquiries and resolve complaints
- Assist with product returns and exchanges
- Maintain a clean and organized workspace
- Remittance Operation

UAE Exchange Centre LLC (NMC Group), Abu Dhabi,
UAE As (Cashier & Customer Services Officer)
(GO6), Global & Local Remittance Operations 10th
years

01/12/2008 – 17/12/2018

Cashier & Customer Services Officer

Islamabad Serena Hotel

Worked as a cashier & customer officer at Serena Hotel
Islamabad.

Responsibilities

Handling all sorts of cash activities and also
providing customer services.

15/01/2007 – 28/02/2008

Islamabad

Admin manager

WASILA Tech

Worked as an admin manager at Wasilla Tech.

Responsibilities

- Office Management
- Budgeting and Financial Oversight
- Records Management
- Human Resources Support
- Health and Safety Compliance
- Technology Management
- Problem Solving

31/03/2022 – 31/06/2023

Islamabad

EDUCATION

MA (International Relations)

Sargodha University

BA (Economics, Political science)

AIOU ISLAMABAD

SKILLS

- Currency Exchange Knowledge
- Attention to Detail
- Numerical Proficiency
- Customer Service
- Communication Skills
- Compliance Awareness

PERSONAL PROJECTS

- Smartcric.org.uk (12/2022 - Present)
- Cricket Streaming Website
- Amazon Seller Central (03/2023 - Present)

Analyze the Profit Performance of Products.

Look for Product Sourcing.

Create a Listing and shipping plan.

Managing Amazon Seller Central.

Managing the Prep Center.

CERTIFICATES

DG skill (06/2021 - 12/2023)

CCNA Training (07/2006 - 09/2007)

Amazon Virtual Assistant (02/2023 - 05/2023)

LANGUAGE

English

Full Professional
Proficiency

Urdu

Full Professional Proficiency

INTERESTS