



# AFZAL FAROOQ



Dubai, United Arab Emirates



+971 50 797 9930



farooq\_dxb@hotmail.com

## ABOUT ME

Seeking a career in the sales and financial sector, which provides opportunities for rapid career growth and self development in a challenging and dynamic working environment to commensurate my educational and professional skills.

## SKILLS

FRONT OFFICE CASH HANDLING

TIME MANAGEMENT

BUILDING STRONG CUSTOMER  
RELATIONS

UNDERSTANDING MARKET  
SCENARIO

ABILITY TO RECOGNIZE  
COUNTERFEIT CURRENCIES

STRONG ARABIC CHEQUES/LETTERS  
READING/UNDERSTANDING ABILITY

GOOD ARABIC SKILLS

GOOD COMMUNICATION SKILLS

CLIENT ACQUISITION AND  
PROSPECTING

SALES AND UPSELLING

## LANGUAGES

ENGLISH

ARABIC

URDU

## WORK EXPERIENCE

### FRESH MONT FOOD TRADING CO.L.L.C

Dubai

Apr 2022 - Present

#### Sales Representative

- Ensured timely and accurate delivery of fresh food products to customers.
- Built strong relationships with clients and resolving any order issues during deliveries.
- Checked orders for accuracy upon delivery, ensuring correct products and quantities were provided.
- Promoted new products, upsold additional items, and informed customers of promotions during deliveries.
- Reached out to potential new clients in the food market.
- Maintained accurate delivery records, including invoices and proof of delivery, and reported inventory needs.

### EMIRATESNBD

Dubai

Jul 2007 - Dec 2021

#### Teller/Branch Relief Head Teller

- Providing related customer service (internal/external) in accordance with the laid down services guidelines.
- Accounts to account transfers.
- Issuing Managers cheques.
- Handling ICCS process and ensure that clearing activities are performed as ICCS processing line with central bank guidelines.
- Responsible of new notes for EIDs, taking care of customers needs for the occasions.
- Performing head teller duties in absence of head teller.
- Giving approvals of cash wd/chq transfers.
- Taking care of branch excess cash & tellers.
- Taking approvals for refer all debits a/c FM RM.
- Checking tellers vouchers done by correctly.
- Checking tellers physical cash as per reports.
- Arranging cash for vault as per branch limit customers.
- Identifying and approaching potential clients through various means, such as cold calling, referrals, and networking.
- Preparing and delivering compelling sales presentations to showcase the bank's credit cards, global cash card, and loans.

### BANK OF SHARJAH

Sharjah

Dec 2004 - Jun 2007

#### Chief Cashier

- Handling Bulk Cash.
- Arranging Cash for ATM.

PERSONAL DETAILS

Date of birth  
10/03/1973

Nationality  
Pakistani

Visa status  
Employment Visa

Marital status  
Married

DRIVING LICENSE

Driving license category  
Valid Driving License of UAE

WALL STREET  
EXCHANGE  
Dubai  
Jun 1994 - Nov 2004

- Arranging Cash for Central Bank.
- Payments to Customers on Cash Counter
- Responsible for Cash Reserves
- Overall Responsibility for Cash in Vault
- Preparing End of Day Reports
- Vault Key Holder

● Role Included Oversight of the Whole Sale Cash  
Department and Forex Cashiers

- Handling foreign currency parcels for onwards shipment to overseas banks.
- Primary buying/selling of currencies, Traveler's cheques of all types.
- Accepting Demand drafts/TT's payments, Visa card and western union payments.
- Major responsibility to buy/sell currencies in bulk from other exchange houses as well as from our branches.

EDUCATION

UNIVERSITY OF  
KARACHI  
Karachi

● Bachelor of Commerce

COMPUTER SKILLS

● AS 400 Banking System

● Quester (Retail Banking Systems)

● Finacle (Core Banking Solution)

● Finacle 11x

CONTACT INFORMATION

● Cell No: +971 50 797 9930

● Email: farooq\_dxb@hotmail.com