

## 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.

### **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.

## **Chief Cashier**

- · Handling Bulk Cash.
- · Arranging Cash for ATM.

## Dubai Jul 2007 - Dec 2021

**BANK OF SHARJAH** 

Dec 2004 - Jun 2007

Sharjah

**EMIRATESNBD** 

# PERSONAL DETAILS Date of birth

10/03/1973

**Nationality** Pakistani

Visa status Employment Visa

Marital status Married

# DRIVING LICENSE

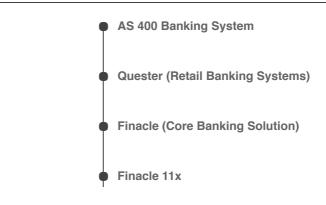
**Driving license category** Valid Driving License of UAE WALL STREET EXCHANGE Dubai Jun 1994 - Nov 2004

- · 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



## CONTACT INFORMATION

