

Kamran Khan

Applying for Remittance Clerk

Location: Dubai, United Arab Emirates

Contact: +971547823509

Email: khankamee2000@gmail.com



Objective: Dedicated and customer-focused professional with [2 years] of experience in customer service and support within fast-paced environments. Proven ability to handle inquiries, resolve issues, and provide exceptional service to enhance customer satisfaction. Having valid driving licence, strong communication skills, accounting and financial skills, adept at managing customer relations and delivering solutions that meet individual needs.

Skills:

- Exceptional communication and interpersonal skills
 - Proficient in using Accounting software and Microsoft Office Suite
 - Exceptional cash handling skills
 - Strong problem solving abilities
 - Multilingual
 - Ability to work in high pressure environments
 - Time management and organizational skills
 - Customer service orientation
-

Professional Experience:

Events and Entertainment department

Expo City Dubai – United Arab Emirates

[September, 2023] – Present

- Greet and assist large number visitors daily, ensuring a welcoming and professional environment.
- Helping and guiding the visitors and providing them relevant information.
- Delivered outstanding customer service to visitors, clients, and addressing concerns professionally.

- Handling Incidents, lost and found and making reports ensuring safety and security of the site.

Cashier and Accountant

Ghazali School and College – Pakistan

[December, 2021] – [April , 2023]

- Processed transactions daily, ensuring accuracy and providing receipts
 - Maintained detailed records of payments and discrepancies, resulting in zero errors.
 - Assisted customers with inquiries regarding payment status and account issues, enhancing customer satisfaction.
 - Collaborated with the finance team to streamline payment processes and improve efficiency.
-

Education:

Bachelor of Studies Banking and Finance

Abdul Wali Khan University – Mardan, Pakistan

[August, 2018] – [June, 2022]

Certifications:

- MS Office Certificate
 - QuickBooks (Accounting) Certificate
 - Bank of Khyber internship Certificate
 - Cop28 Appreciation Certificate
-

Licence:

Lights Manual Vehicle (RTA no.3 Licence)

Languages:

- English-Fluent (Written and spoken)
- Urdu-Fluent (Written and spoken)