

Curriculum Vitae

FAZAL E RABI KHAN

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PROFILE

Motivated and detail-oriented security professional with experience in the exchange industry, seeking an entry-level Customer Service Teller position at Index Exchange. Strong cash handling skills, excellent customer service abilities, and a solid understanding of security protocols. Quick learner with a passion for financial services and customer satisfaction.

SKILLS:-

- | | |
|--|-----------------------------------|
| ✓ Cash Handling & Transactions | ✓ Customer Service Excellence |
| ✓ Attention to Detail | ✓ Security & Compliance Awareness |
| ✓ Communication & Interpersonal Skills | ✓ Team Collaboration |

PERSONAL INFORMATION

Date of Birth	:	24-06-1998
Gender	:	Male
Marital Status	:	Married
Nationality	:	Pakistan
Languages Known	:	English, Urdu, Panjabi, Pashto & Hindi
Qualification	:	High School Diploma – With attested

WORK EXPERIENCE

- ▶ Presently Working as **Security with Index Exchange** – in Dubai, UAE, for the period of Nine Months till the date .
 - Monitor and ensure the safety of customers and staff within the exchange house.
 - Assist customers by providing directions and maintaining an orderly environment.
 - Support staff in handling cash movements securely.
 - Stay vigilant to prevent any fraudulent activities.

CORE QUALIFICATIONS

- ✚ Design, install, configure and maintain Exchange Server components
- ✚ Manage user accounts, mailboxes, mailbox quotas, public folders and distribution lists
- ✚ Administer anti-spam, anti-virus, email content filtering and archiving solutions
- ✚ Ensure compliance with relevant laws, regulations and best practices
- ✚ Develop and document operational procedures
- ✚ Create and maintain Exchange server backup and recovery plans
- ✚ Provide technical support and training to users

PASSPORT INFORMATION

Passport NO	:	JB4143602
Visa statu	:	Employment Visa

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

Fazal E Rabi Khan