

Contact # : +97 154 4072375

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Address : UAE

Nationality : Pakistani

D.O.B : 08-11-1989

Visa Status : Employment

License : Valid UAE Driving License



CAREER OBJECTIVE:

To be part of challenging and dynamic environment where I can contribute positively to achieve the organizational goals effectively and efficiently as well as step towards a successful career by making the best of my professional skills and interpersonal abilities.

EXPERIENCE:

Cashier / Counter service officer: *(Lulu International Exchange August 2021 to Present)*

- Process Transactions for Money exchange, Remittances, western union, Instant cash (Lulu cash, money gram, Ria & Transfast) and other value added products.
- Sales and purchase of foreign currencies.
- Utility bills payment (Etihad water & electricity, sewerage and Sewa).
- Credit card payment & prepaid top-up for du, Etisalat and mobile providers of other countries.
- Salary deposits both through cheques and cash also withdrawals.
- Fully conversant & identify customer needs and cross sales against the various products.
- Ensure all duties are carried out in accordance with the stipulated business & anti Money-laundering policies and Procedures.
- Attend risk & compliance awareness programmes during the course of employment whether it is as part of the on-boarding process or the annual refreshner training.

Bancassurance sales officer: *(Jubilee Life Insurance March 2013 to April 2016)*

- Sales and marketing of company products and services through relationships building and interaction with clients.
- Present and sell company products and services to present and potential clients.
- Networking with existing and potential clients.
- Identify and resolve clients concerns.
- Cross selling of retail and consumer products and services.

Knowledge and Skills:

- Currency Knowledge & understand exchange rates.
- Ability to identify forfeited notes.
- Ability to handle multinational customers.
- Excellent Interpersonal skills.
- Ability to cross sell and work under pressure.
- Flexible on working schedule and locations.
- Punctual and time conscious.
- Hard working, self confident, committed towards work.

EDUCATIONAL QUALIFICATION:

MBA (Banking & Finance)	Abdul Wali Khan University Mardan	2010-2012
B.com (Accounts)	University of Peshawar	2008-2010
D.com (Accounting)	BTE Peshawar	2006-2008
Matric (Science)	Govt High School Bamkhel	2004-2006
Diploma In Information Tech	BTE Peshawar	2012-2013

PROFESSIONAL SKILLS:

- Misys- Multi information system (Bank Software)
- Yom Your own money (Lulu software)
- MS office (Word, Excel)

LANGUAGES:

- English
- Arabic
- Urdu
- Pushto

DECLARATION:

I hereby certify that all above information is true and correct to the best of my knowledge and belief.

Yours Sincerely,

Shahab Muhammad