

# Curriculum Vitae

## UMER ILYAS

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United Arab Emirates



### CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

### PERSONAL DETAILS:

✧ Name	:	UMER ILYAS
✧ Father Name	:	MUHAMMAD ILYAS
✧ Nationality	:	Pakistani
✧ Date of Birth	:	14 JAN, 1996
✧ Religion	:	Muslim
✧ Marital Status	:	Married
✧ Gender	:	Male

### SKILLS:

- ✧ Good Communicational and Interpersonal Skills
- ✧ Hard working Team Member
- ✧ Courageous true towards the duties.
- ✧ Have a high respect for customer's service.
- ✧ Always keep on smiling under pressure.
- ✧ Efficient and well behaved person.
- ✧ Extremely hardworking self motivated and able to work independently.
- ✧ Keep excellent inter personal relations with colleagues and ready to help them.

### EDUCATIONAL & QUALIFICATION:

- ✧ Bachelor in Commerce from "University of Central Punjab"-(Gujranwala, Pakistan) 2019
- ✧ Intermediate of Commerce from "Educator College"-(Rawalpindi, Pakistan) 2017
- ✧ High School Education Completed from "Knowledge House High School"-(Gujranwala, Pakistan) 2014

### COMPUTER SKILLS:

- ✧ M/S Word, Excel & PowerPoint
- ✧ Internet and Emails
- ✧ Have Basic Computer Operating Knowledge

### PROFESSIONAL EXPERIENCE:

✧ <b>COMPANY</b>	:	<b>DENIBA INT'L. EXCHANGE</b>
Position	:	Branch First Cashier
Duration	:	June 2023 To Till.
Location	:	AJMAN UAE

#### Job Description:

- ✧ Cash handling
- ✧ All Transaction Cash Receive
- ✧ Foreign Currency Dealing Purchase and Sale
- ✧ Dealing Fey With Wholesale
- ✧ Branch Funding Through Transguard
- ✧ Atm Machine Loading And Unloading
- ✧ Customer Complaint Answering calls
- ✧ WPS Marketing

✧ <b>COMPANY</b>	:	<b>UNIVERSAL EXCHANGE CENTER DUBAI</b>
Position	:	Teller , Cashier
Duration	:	Feb 8, 2020 to June 31, 2022
Location	:	Dubai UAE

**Job Description:**

- ↗ Cash handling
- ↗ Remittance Voucher Making
- ↗ Customer Support Face To Face and Telephonic
- ↗ Western Union Transactions
- ↗ WPS Transactions Making
- ↗ Foreign Currency Dealing Purchase and Sale
- ↗ Customer Complaint Answering calls
- ↗ Scanning and Filing Vouchers
- ↗ Amendments and Refund Mailing and Filing
- ↗ Photocopies, scans, and files appropriate documents

**LANGUAGE:**

- |           |   |                                      |
|-----------|---|--------------------------------------|
| ↗ English | : | (Fluent) Speaking, Reading & Writing |
| ↗ Urdu    | : | (Fluent) Speaking, Reading & Writing |
| ↗ Punjabi | : | Mother Language                      |

**PASSPORT DETAILS:**

- |                  |   |                          |
|------------------|---|--------------------------|
| ↗ Passport NO    | : | GL1743192                |
| ↗ Date of issue  | : | 03 APR, 2024             |
| ↗ Date of Expiry | : | 02 APR, 2034             |
| ↗ Place of issue | : | Dubai Uae                |
| ↗ Visa Status    | : | 19-06-2023 To 18-06-2025 |

**DECLARATION:**

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

**Umer Ilyas**