



CONTACT

- Abu Dhabi, Abu Dhabi
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- arifsheikh17098@gmail.com
- 03-06-1995
- Bangladeshi
- Light vehicle

SKILLS

- Office equipment operation
- Foreign currency exchange procedures
- Knowledge of banking terms
- Bank secrecy act compliance
- Financial literacy
- Integrity and honesty
- Banking software navigation
- Professional telephone manner
- Time efficiency
- Transaction accuracy

LANGUAGES

English	B1
Intermediate	
Hindi	C1
Advanced	
Bengali	C2
Proficient	

Sheak Jashed

PROFESSIONAL SUMMARY

Friendly Teller Service Representative with knack for customer service and problem-solving. Consistently addressed customer inquiries and resolved issues, enhancing client satisfaction and loyalty. Known for maintaining accuracy in transactions and improving operational efficiency within team.

WORK HISTORY

Teller service representative 12/2024 - Current
Progoti Exchange Company LLC - Abu Dhabi, Uae

- Managed transactions, ensuring accuracy and efficiency.
- Conducted currency exchanges, providing convenience to international customers.
- Responded quickly to customer complaints resulting in enhanced customer satisfaction level.
- Handled sensitive information with utmost confidentiality for client trust reinforcement.
- Improved customer satisfaction by providing excellent service.
- Solved complex problems for customer satisfaction improvement.

Logistics coordinator 02/2023 - 12/2024
Noon One Perso Company - Abu Dhabi

- Worked closely with sales team to understand demand forecasts.
- Collaborated with suppliers to ensure proper stock levels.
- Improved operational efficiency through implementing new logistics software.
- Monitored transport costs to identify areas of potential savings.
- Maintained cleanliness and organisation in the warehouse area promoting workplace safety.

EDUCATION

Bachelor of Business Administration, 12/2018
National University of Bangladesh - Dhaka, Bangladesh