

Dear Hiring Manager,

I am writing to express my interest in a suitable position within your esteemed organization where I can leverage my strong background in customer service, financial operations, and recreational services. With a Bachelor of Commerce degree and several years of experience in the United Arab Emirates and Saudi Arabia, I am confident in my ability to contribute positively to your team.

Currently, I serve in the Recreation Department at NEOM, where I ensure a safe and welcoming environment for guests. My previous roles at LARI Exchange and SAAD Exchange enhanced my proficiency in remittance, foreign exchange, and WPS/TT services delivered with precision, efficiency, and a customer first mindset. Additionally, my early career as a sales representative at Rasasi Perfumes sharpened my communication and sales skills, allowing me to engage effectively with customers and support their needs.

I bring a unique advantage with fluency in English, Arabic, Hindi, Urdu and Bengali enabling me to connect with clients from a wide range of backgrounds. I take pride in my interpersonal abilities, attention to detail, and dedication to delivering high quality service in every role I undertake.

I would appreciate the opportunity to contribute my experience and enthusiasm to your team and would welcome the chance to discuss how I can add value to your organization. My resume is attached for your review, and I look forward to the possibility of speaking further. Thank you for your time and consideration.

Sincerely,

Ahmed Aslam Siddique

+966 572 487 064

siddiqueaslam281@gmail.com



AHMED ASLAM SIDDIQUE

PROFESSIONAL SUMMARY:-

Customer Service Professional with experience in financial operations, Sales, Marketing and Hospitality. Adept at driving customer satisfaction, resolving complex issues, and delivering training programs. Proficient in MS Office, data analysis, and cross-cultural communication.

CAREER OBJECTIVE:-

To secure a responsible position in a reputable organization to utilize my skills and knowledge, and contribute meaningfully to the company's growth.

WORK EXPERIENCE:-

NEOM (Saudi Arabia)

Recreation Services Associate | Dec 2024 – Present

- Assist guests with inquiries related to sports, gym, and indoor facilities.
- Ensure safety protocols and facility rules are followed.
- Deliver exceptional hospitality in a multicultural environment.

LARI EXCHANGE (UAE)

Customer Service Officer | Jul 2021 – Aug 2024

- Processed cash transactions, remittances, foreign exchange, WPS, and TT services.
- Ensured accuracy and compliance in high-volume financial transactions.
- Maintained excellent customer satisfaction and service delivery

SAAD EXCHANGE (UAE)

Remittance Teller | May 2020 – Jun 2021

- Handled remittances, foreign currency transactions, and WPS services.
- Promoted value-added financial services and ensured timely processing.

RASASI PERFUMES (UAE)

Sales Associate | Apr 2018 – Apr 2020

- Promoted and sold luxury fragrances, providing product education to clients.
- Maintained product knowledge and customer relationship management

I do here by declare that the above-mentioned information is true to my knowledge and belief.

AHMED ASLAM SIDDIQUE



+966572487064 (Saudi Arabia)



siddiqueaslam281@gmail.com



The kingdom of Saudi Arabia

SKILLS:-

- CUSTOMER RELATIONS.
- TELECOMMUNICATIONS.
- REPORT WRITING & PRESENTATION.
- FINANCIAL TRANSACTIONS & REMITTANCE.
- FOREIGN EXCHANGE & WPS/TT SERVICES.
- MULTILINGUAL COMMUNICATION.
- MS OFFICE SUITE.
- DOCUMENT CONTROL

INTERESTS:-

- SPORTS
- OUTDOOR ACTIVITIES.

LANGUAGES:-

- ENGLISH
- ARABIC
- HINDI
- URDU
- BENGALI

EDUCATION:-

Bachelor of Commerce 2017.

PERSONAL DETAILS:-

Date of Birth: 27th November 1992.
Nationality: INDIAN.
Marital Status: Married.
Passport No.: V4962160.

Permanent Address :-

Hojai - Assam, India.

Date : June 28, 2021

TO WHOM IT MAY CONCERN

This is to certify that **Mr Ahmed Aslam Siddique**, the holder of Indian Passport No K0613649 was employed with us from 4th July' 2020 to 30th June' 2021 in Murbah Branch, Saad Exchange, UAE. He was holding the position of 'Teller ' at the time of leaving the service of Exchange house .

His conduct was good and sincere to his own duties .

This letter is issued upon his own request without any obligation or responsibility on the Exchange house .

Yours Sincerely ,



Mohammad Mamunur Rashid
Manager In-Charge
Saad Exchange
Fujairah, UAE

September 4, 2024
Ref No.: HR-EC0734 – LARI

To Whom It May Concern

Subject: Experience Certificate

This is to certify that **Mr. Ahmed Aslam Siddque**, Indian national had been an employee of **Experts International Recruitment Services – Sole Proprietorship LLC**. He was employed from **July 05, 2021 to September 02, 2024** assigned to **Lari Exchange** for the position of **Customer Services Officer**.

During his tenure with us, he proved to be result oriented, hardworking and very productive. **Mr. Ahmed Aslam Siddque** had always displayed total involvement while carrying out his assignments.

This certificate is issued upon the request of the employee without any obligation whatsoever from the part of **Experts International Recruitment Services – Sole Proprietorship LLC**.

Notes:

- A certificate without company stamp is null and void.
- Any alteration made invalidates this document.


Tamer W.A. Abdalrahman
Managing Director
Experts International Recruitment Services – Sole Proprietorship LLC
Cc: HR/Admin/Accounts

Al Rasasi

Trading Co.(L.L.C)



شركة الراسي

التجارية (ش.ذ.م.م)

30th June 2020

EMPLOYMENT CERTIFICATE

This is to certify that **Mr. Ahmed Aslam siddique**, Indian national and bearer of passport No. K0613649 was employed in our organization from 15th April 2018 to 17th June 2020. At the time of leaving our organization, his designation was '**Counter salesman**'

Mr. Ahmed Aslam siddique left our organization on his own accord.

We wish him all the best in his future endeavors.

With Best Regards

Sharique Khan
General Manager - Retail



University of Gauhati

GU-F-A 0100661



(Handwritten signature)

Bachelor Degree of Commerce Examination, 2017 General Course

*This is to certify that
Ahmed Aslam Siddique
(Registration No 147162 of 2014-15)
of Hojai College, Hojai
has been awarded the Degree of Bachelor of
Commerce (B.Com) by this University having passed
all the Semester Examinations under Roll Code
C14297 Roll No 0007 in the year 2017 securing 4.3
as Cumulative Grade Point Average (C.G.P.A).*

13331978

Gopinath Bardoloi Nagar
Guwahati - 781014 (Assam)

P. J. Ha. Digne
Vice Chancellor

Y/SDM+MCA UAE 18 9/4

Seema malhotra

ATTESTED
NOTARY PUBLIC
Entry No. 214



CH 9/4

DEBASIS BISWAL
Sub Divisional Magistrate (Shahdara)
District Shahdara
D.C. Office Complex, Nand Nagar,
New Delhi-110093



12 APR 2021



(सुनील चानाव)
(SUNIL CHANAP)
अध्यापक निदेशक (ओ.ए.)
Section Officer (OI)
सी. व. डी. प्रभाग / C.V. Div.
विदेश विभाग, नई दिल्ली
Ministry of External Affairs New

Particulars verified by: P. Devi 28.1.21

Endorsed by (Supt): 28-1-21

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HUSNEARA KHANAM

पता / Address

VILL ISLAM NAGAR

P O NILBAGAN, HOJAI

PIN: 782445, ASSAM, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

K0613649

10/01/2013

GUWAHATI

फाइल नं. / File No.

UE1074787742122

भारत गणराज्य / REPUBLIC OF INDIA

टाईप / Type

P

नाम / Code

IND

राष्ट्रियता / Nationality

भारतीय / INDIAN

पासपोर्ट नं. / Passport No.

V4962160

उपनाम / Surname

SIDDIQUE

दिया गया नाम/ Given Name(s)

AHMED ASLAM

जन्मतिथि / Date of Birth

27/11/1992

लिंग / Sex

M

जन्म स्थान / Place of Birth

NAGAON, ASSAM

जारी करने का स्थान/ Place of Issue

ABU DHABI

जारी करने की तिथि/ Date of Issue

11/11/2022

समाप्ति की तिथि/ Date of Expiry

10/11/2032



Crowe Academy Professional & Management Training
License No: 733967



Certificate

لاري للصرافة
LARI EXCHANGE



Is here by certified to

Ahmed Aslam Siddique Moinul Hoque

has attended and successfully participated in the training on

EMPLOYEE DEVELOPMENT TRAINING PROGRAM 2023

"BASIC FOREIGN EXCHANGE, ART OF CROSS SELLING, CUSTOMER RELATIONSHIP"

conducted by Crowe Academy Professional and Management Training, Dubai, UAE.

19th May, 2023

Course Date

8 Hours

Course Duration

Onsite

Delivery Method



Pijush Das

Pijush Das

Director – Training and Development

CA/23/05/5470



Crowe Academy Professional & Management Training
License No: 733967



Certificate

لاري للصرافة
LARI EXCHANGE



Is here by certified to

Ahmed Aslam Siddique Moinul Hoque

has attended and successfully participated in the training on

EMPLOYEE DEVELOPMENT TRAINING PROGRAM 2023

"CUSTOMER PROTECTION STANDARDS, CUSTOMER SERVICE EXCELLENCE, EFFECTIVE COMMUNICATION SKILLS"

conducted by Crowe Academy Professional and Management Training, Dubai, UAE.

20th August 2023

Course Date

8 Hours

Course Duration

Onsite

Delivery Method



Pijush Das

Director – Training and Development

CA/23/08/7555



Crowe Academy Professional & Management Training
License No: 733967



Certificate

لاري للصرافة
LARI EXCHANGE



Is here by certified to

Ahmed Aslam Siddique Moinul Hoque

has attended and successfully participated in the training on

EMPLOYEE DEVELOPMENT TRAINING PROGRAM 2023

"CUSTOMER PROTECTION STANDARDS, CUSTOMER SERVICE EXCELLENCE, EFFECTIVE COMMUNICATION SKILLS"

conducted by Crowe Academy Professional and Management Training, Dubai, UAE.

17th September 2023

Course Date

8 Hours

Course Duration

Onsite

Delivery Method



Pijush Das

Director – Training and Development

CA/23/09/8113



Crowe Academy Professional & Management Training
License No: 733967



Certificate

لاري للصرافة
LARI EXCHANGE



Is here by certified to

Ahmed Aslam Siddique Moinul Hoque

has attended and successfully participated in the training on

EMPLOYEE DEVELOPMENT TRAINING PROGRAM 2023

"AML CFT, ANTI FRAUD TRAINING, CDD & EDD "

conducted by Crowe Academy Professional and Management Training, Dubai, UAE.

10th December 2023

Course Date

8 Hours

Course Duration

Onsite

Delivery Method



Pijush Das

Director – Training and Development

CA/23/12/10090

Certificate of Appreciation

This is to certify that
Ahmed Aslam Siddique Moinul Hoque

*In recognition of outstanding accomplishments in
Employee Development Training Program 2024*



Pijush Das
Director – Training and Development

CA/24/02/12148



Crowe Academy Professional & Management Training
License No: 733967



Certificate

لاري للصرافة
LARI EXCHANGE



Is here by certified to

Ahmed Aslam Siddique Moinul Hoque

has attended and successfully participated in the training on

EMPLOYEE DEVELOPMENT TRAINING PROGRAM 2024

"TIME MANAGEMENT AND CUSTOMER SERVICE"

conducted by Crowe Academy Professional and Management Training, Dubai, UAE.

25th February 2024

Course Date

8 Hours

Course Duration

Onsite

Delivery Method



Pijush Das

Director – Training and Development

CA/24/02/12130