

NAME: SHOAIB KHURSHEED
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ADDRESS: Dubai, United Arab Emirates



Applying for Officer Correspondence Relations.

CAREER OBJECTIVE:

- Seeking a challenging position in Sales and Business Correspondence where I can fully utilize my knowledge and skills for the success of organization.
- Focusing and Knowing the Target Market and stand among the very best of the profession while working with a dynamic organization of leading professionals and Managing Customer relations to the best of my ability.

WORK EXPERIENCE:

SHARAF EXCHANGE United Arab Emirates Dubai

Designation : Executive Customer Service

Key Role : WPS Money Transfer and Currency Transfer Solutions.

March 2022 to September 2024

CLEARWIRE TECHNOLOGIES PRIVATE LIMITED, INDIA

Designation: Cashier/Accountant

Key Role : Invoice Processing ,Journal and Voucher Enteries

Documenting Financial Transcations , Cash Register Transcations

Inventory Management , Communications and Client Relations.

Relationship Building.

Febauary 2017 to August 2020

EDUCATION BACKGROUND:

- Bachelor of Commerce From University Of Kashmir.
- 10+2 From Jammu and Kashmir Board of School Education.
- Matriculation from Jammu And Kashmir Board Of School Education.

COMPUTER PROFICIENCY:

- Certification- Advance Diploma in Advance Excel – 6 months
- Certification -Advanced Certificate Course of Tally ERP 9 In Financial Accounting & Taxation- 6 months.
- Computer Operator and Programing Assistant. – 1 year.
- Working knowledge of MS office like word, Excel, Outlook, PowerPoint.
- Working Knowledge of GST

PERSONAL DETAILS:

- Date of Birth : 02-03-1994.
- Gender : Male
- Religion : Muslim
- Marital Status : Unmarried
- Nationality : Indian
- Visa Status : Employment Visa
- Languages : English, Hindi
- Visa Status : Employment Visa

PASSPORT DETAILS:

- Passport No. : S 9429920
- Date of Issue : 07/03/2019
- Date of Expiry : 06/03/2029
- Passport Issue : India

DECLARATION:

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