

Hassan Rais

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Address: Flat # 1201, Aliya Tower, Al Qasmiya, Al-Nud
Sharjah, United Arab Emirates.



Immediate joining:
UAE – Driving License Holder
OWN – Car (Well known all UAE locations)

Career Objective:

To obtain a responsible and challenging position in a Reputed Organization, which will enhance my initiative, motivation, analytical & managerial skills and to make full use of my education and experience.

Key Skills:

- Sales
- Marketing
- Retail
- Purchase Orders
- Invoicing
- After Sales
- Product listing
- Stock Management
- Negotiation
- Cash Handling
- Accounts Receivable
- Ledger Posting

Software:

Windows, Oracle ERP System, AREX System, MS Office (Excel, Word, PPT, Access & Outlook)

Work Experience:

Al Ansari Exchange LLC – Dubai – United Arab Emirates **Operations – Corporate Sales – WPS**

Aug-2022 to Present:

Responsibilities:

- Create Membership WPS Accounts
- Meeting with clients
- Marketing in whole UAE
- Daily calling for clients describe about our WPS system
- Anti-Money Laundering check in AREX system
- Complete registration and processing WPS accounts
- Certified AML course from Central Bank of UAE



Bab Al Aflah Technologies Sharjah – United Arab Emirates **Sales & Marketing Officer**

Nov-2021 to July-2022:

Responsibilities:

- Sales and Marketing
- Hardware support and Solution
- Networking
- Customer Support Solution



United Bank Limited - Pakistan **Customer Relationship Officer:**

June-2020 to Oct-2021:

Responsibilities:

- Promotion and closure of sales in Consumer products. Credit Cards, Personal Loans.
- Achieving 100 % of my monthly targets.
- Customer satisfaction and loyalty retention.





Responsibilities:

- Payroll Processing
- Prepared withholding tax challans.
- Bank reconciliation
- Petty Cash statement
- The Administrative Coordinator has primary direct responsibility for office operations; vendor selection, review, and management; and facilities operations.
- Administrative Coordinator supports /assists Regional Director for all operations and administrative matters related to Southern Region.
- Shifting of buildings and merger of schools as per need.
- Monitoring and providing support for day to day running routines of vehicles and other operations at the RO.
- Provide comprehensive office and facilities support.
- Manage vendor relationships ensuring that they are competitive and serve the needs of the team
- Maintenance of office furniture, equipment, and supplies with admin staff support.
- Liaise with Accounts Dept. and Human Resource on contract renewals, and other matters.
- Provide full support to staff for all events at the SRO.
- Conduct interviews for induction of human resource as and when required.
- Schedule new employee orientations, Liaison with the branches.
- Coordinate with the building managers with regard to maintenance and repair.
- Provide and supervise comprehensive reception and phone coverage on a daily basis, including projecting the professional image of the company and personal inquiries/callers; and the prompt distribution of post, newspapers and faxes through staff support.
- Ensure all visitors are welcomed and hosted appropriately.
- Care for the day-to-day appearance of office, reception, conference and kitchen areas such that a high standard is maintained continuously.
- Provide production support, photocopying and binding as necessary.
- Manage through dept. staff, all office equipment, including postage machine, printers, fax, photocopier, conference phone and projector for repairs and maintenance.
- Arrange and monitor travel, couriers, distribution, telephone conferences, and postal services.
- Ensure office supplies are adequately maintained.
- Arrange and monitor through support the logistics of team lunches or events, develop and maintain relevant check-lists and/or user guides for internal use in relation to key tasks.
- Maintain vendor files and subscription renewals. Monitor service and recommend alternative suppliers as appropriate.
- Process and follow up on core team expense reports and reimbursements promptly and efficiently.

Asia Care Health Insurance Pvt Ltd. - Pakistan

IT Officer:

Mar-2012 to Nov-2013:

Responsibilities:

- Promotion and closure of sales in Bema Policies.
- Achieving 100 % of my monthly targets
- Complete IT Support Solution hardware and Software



Educational Qualifications:

- **Bachelors for (Commerce)** from **University of Karachi**, Pakistan
- **Intermediate (Commerce)** from **Board of Intermediate Karachi**, Pakistan
- **Matriculation (Commerce)** from **Karachi Board**, Pakistan

Technical skills:

- Good Hands on Windows, ERP System.
- Proficiency in MS Office (Word, Excel, and PowerPoint)
- Ability to adeptly multi-task
- Excellent communication skills and with fluency in written and spoken English

Personal information:

Date of Birth	25-December-1989
Marital Status	Single
Religion	Islam
Nationality	Pakistani
Language	English, Urdu & Hindi

References

Will be gladly furnished upon request.