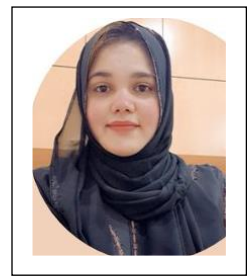


# UMM E HABIBA IQBAL HUSSAIN

Address: Al Naumiya, Ajman (UAE)

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## CAREER OBJECTIVE

Seeks a challenging position with a professional organization which utilizes my qualification and experience and offers me growth opportunity in a dynamic environment and desire to progress further in the same field and likes to grow with the organization and prove to be an asset for its effective functioning and be a team player for the achievement of organizational goals and its success.

## PROFESSIONAL EXPERIENCE

1. Worked as **CASHIER/CUSTOMER SERVICES OFFICER** in **SHARAF EXCHANGE** from Oct 2024 to Aug 2025.
2. Worked as **CUSTOMER SERVICES OFFICER/CASHIER** in **AL FARDAN EXCHANGE** from Feb 2022 to Jan 2024

## JOB RESPONSIBILITIES

- Responsible for providing counter services regarding sending and receiving remittances, Corporate Remittances, WPS and FC in accordance with compliance, AML and CFT policy.
- Responsible for acquiring new Business from fresh as well as existing customers through cross selling and marketing.
- Responsible for handling customer's complaint and queries and ensuring effective and timely resolution and Responsible for handling cash as per company policy
- Responsible for achieving given targets

## QUALIFICATION

2016-2020 Bachelor of Science in Secondary Education.  
Lahore College for Women University, Lahore (Equal to Cache Level).

## SKILLS AND ABILITIES

- Handle different tasks, meet deadlines & making decisions.
- Time Management. Able to meet deadlines in my job.
- Excellent knowledge of MS Word, Excel, Power Point and Outlook.
- Diplomatic, social, & assertive in dealing with people.
- Belief in team works, and has ability to command and control subordinates.

## PERSONAL PROFILE

Father Name	: Iqbal Hussain
Date of Birth	: July 20, 1998
Nationality	: Pakistani
Visa Status	: Cancelled (Ready to Join Immediately)

## LANGUAGES KNOWN

- ENGLISH, URDU AND PUNJABI : Proficient in Writing, Reading and Speaking
- ARABIC : Proficient in Writing, Reading and Basic in Speaking

## REFERENCES

- Shall be provided on demand.