

PARVEJ ALAM

 Doha, Qatar

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 Visa Status: Transferable Visa with NOC

 Availability: Immediately

PROFESSIONAL SUMMARY

Customer-focused Exchange House Cashier / Teller with strong experience in cash handling, POS operations, billing, customer service, and transaction accuracy. Skilled in handling high-volume customers in a multicultural Gulf environment, ensuring compliance with company policies and service standards. Quick learner with strong numerical ability, attention to detail, and commitment to ethical financial practices.

CORE SKILLS

- Cash Handling & Balancing
- Counter Operations & Teller Services
- Customer Service (GCC Standards)
- POS & Billing Systems
- Transaction Accuracy
- Currency Handling (Local & Foreign)
- KYC Support & Customer Verification
- Daily Cash Reconciliation
- Sales Support & Cross-Selling
- Complaint Handling & Resolution
- Record Keeping & Reporting
- MS Office (Excel, Word)
- Multicultural Customer Interaction

- Professional Ethics & Compliance

PROFESSIONAL EXPERIENCE

Marketing Executive

AK INTERIORS – Lucknow

August 2022 – November 2025

- Assisted customers with inquiries, quotations,
- and service details, ensuring high satisfaction levels
- Prepared quotations, invoices, and maintained accurate customer records
- Coordinated with sales teams to support daily business transactions
- Maintained customer databases and prepared daily and weekly reports
- Followed professional service standards and ethical business practices

Sales Representative / Cash Counter Assistant.

KGN Traders.

- September 2018 – March 2020
- Handled cash transactions, billing, and POS operations with accuracy
- Balanced cash drawers and supported daily sales reconciliation
- Provided courteous customer service and resolved complaints efficiently
- Maintained transaction records and assisted in preparing daily sales reports
- Supported inventory updates and ensured compliance with store procedures
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EDUCATION

- Bachelor of Science ([B.Sc](#))

- Siddharth University, Kapilvastu – 2017
- Class XII – UP Board – 2014.
- Class X – UP Board – 2012

LANGUAGES

- English – Fluent
- Arabic – Basic (Customer Interaction Level)
- Hindi / Urdu – Native
- ADDITIONAL INFORMATION
- Nationality: India

Current Location: Doha, Qatar

Comfortable working in shifts and high-volume customer environments