



FARHAN AHMAD MUSALMAN

CONTACT

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- Doha Qatar

EDUCATION

- Bachelor's Degree Siddharth University, India
- Professional Computer Diploma Program – NTCl, India

CERTIFICATIONS & TRAINING

- Tally ERP9
- MS 365

PERSONAL DETAILS

- Date of Birth: 28/04/1998
- Marital Status: Single
- Nationality : Nepali
- Qatar ID No. : 29852427118
- Expiry Date : 013/06/2026

ADDITIONAL INFORMATION

- Strong accuracy and attention to detail
- Excellent communication and customer service skills
- Can work independently or in teams
- Available for immediate joining
- Willing to relocate

LANGUAGES

- English
- Hindi
- Nepali

PROFESSIONAL SUMMARY

Detail-oriented Customer Service and Operations Assistant with experience in financial transactions, account handling, and customer support. Skilled in transaction processing, documentation, data entry, and back-office operations. Strong communication and organizational skills with the ability to work accurately in fast-paced financial environments.

PROFESSIONAL EXPERIENCE

Customer Service / Operations Assistant

Anup Money Transfer Sewa, Nepal
April 2023 – February 2025

- Provided daily customer service support for financial transactions
- Handled cash transactions and payment processing accurately
- Opened customer accounts and updated customer records
- Verified transactions and followed company procedures
- Managed data entry and daily reports
- Answered customer questions politely and clearly
- Supported back-office operations and documentation

Core Skills

- Customer Service & Front Desk Support
- Payment Processing & Transaction Verification
- Account Opening Support
- Customer Issue Resolution
- Cash & Transaction Accuracy
- Data Entry & Documentation
- Report Preparation (Excel)
- Email & System Handling
- Team Collaboration & Communication
- Multitasking & Time Management

Administrative & Computer Skills

- MS Word, Excel, PowerPoint, Outlook
- MS 365, One Drive, SharePoint, Teams
- Google Docs, Sheets, Drive
- POS System Setup & Support
- Email Configuration & Communication Tools
- Report & Record Management
- Typing Speed: 35-50 WPM