



ZAMAN JAMIL

RETAIL SALES EXECUTIVE

CAREER OBJECTIVE

An enthusiastic self-motivated individual with excellent interpersonal skills, the ability to take responsibility and work as a team. Quality and customer focused with the drive to achieve results. Seeking a career in challenging and responsible assignment in a reputable organization where I can apply my current skills and knowledge.

PROFESSIONAL EXPERIENCE

• Designation : Front Line Officer

Employer : Al Ansari Exchange, Dubai.

Tenure : February 2021 – Till Date.

• Designation : Service Officer and Sales Consultant

Employer : UAE Exchange

Tenure : January 2019 – January 2021.

Key Roles and Responsibilities

- Strong hands on back office work (Receipt & Payment record, Accounts settlements etc.).
- Cash management as per the company's policies and passing internal and external transfers.
- Updating the knowledge of the online currencies rates to ensure the achievement of highest margin.
- Have had the training on fake currencies identification for trainees.
- Fraud detection & conducting trainings to avoid lapses over the counter.
- Performing duties as supervisor.
- Listening and solving the customer's complaints by putting maximum efforts.
- Corporate remittances and liaison with corporate clients.
- Ensuring customer care by considering the core value of organization.
- WPS enrollment of corporate clients/companies and disbursement of salaries.

PROFESSIONAL SKILLS

- Effective communicator when speaking to clients or colleagues and dealing with written correspondence.
- Ability to perform repetitive tasks with accuracy and a consistent pace, with rotational direction.
- Quality focused, strives for high level of accuracy and completeness.
- Strong observation skills, detail orientation, can catch errors or inconsistencies.
- Good administrative abilities, written and verbal communication skills
- Excellent problem-solving and critical thinking abilities

DECLARATION

I Zaman Jamil, hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

CONTACT DETAILS

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International City, Dubai, UAE

PERSONAL DETAILS

Date of Birth : 15-09-1988

Gender : Male

Civil Status : Married

Nationality : Pakistani

PASSPORT DETAILS

Passport No. : AY8208923

Date of Issue : 20-10-2022

Date of Expiry : 18-10-2032

Visa Status : Employment Visa

STRENGTH

Loyalty & honesty

Attractive Presentation

Kind Behavior

Flexible & proactive

MS office applications & Internet utilities

Leadership through participation

Solution Oriented

Optimist & Proactive

EDUCATIONAL QUALIFICATION

Masters of Arts in Urdu

LANGUAGES

English, Urdu, Arabic, Hindi and

Punjabi