

FARSANA JUNAID

Abu Dhabi-UAE

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CAREER OBJECTIVE:

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich any knowledge.

PROFESSIONAL PROFILE

- ❖ 3+years and ongoing of extensive experience in LULU INTERNATIONAL Exchange, Abu Dhabi
- ❖ 1 years of experience in LIC India office documentation.

CAREER HISTORY:

Company name : LULU EXCHANGE
Period : 2019 April -Present.
Designation : Front Line Associate.

- .Customer Handling
- .Currency exchange, Bill payment, vat payments etc.
- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures.

Company name : LIC INDIA
Period : 2017 to 2019 (2 years).
Designation : Document controller

- Controlling company and project documentation
- Following and improving document control procedures
- Ensuring all documentation meets formal requirements and required standards

- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals
- Producing document progress reports for senior managers
- Conducting regular reviews and document audits
- Using computers to organize and distribute documents within a company
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion
- Working in an office.

Presentations and Participation

Participated and speech done in LULU conference hall in a topic of customer satisfaction.

PERSONAL DETAILS

Name : Farsna Junaid
Date of Birth : 23rd May 1995.
Nationality : Indian
Marital Status : Married.
Languages : English, Hindi, Malayalam & Arabic
Present Address: : Abu Dhabi, UAE.
Passport No. : S5042994
Notice period : Can join immediately.

ACADEMIC QUALIFICATION

- MBA Specialized in FM from Bharathiar University (2015-2017)
 - BCA - Bharathiar University (2012-2015)
 - Higher secondary –Commerce -2010-2012 Batch from Kerala State Board.
 - SSLC -2010 Batch –Kerala state Board.
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Declaration: I, hereby declare that the information given above is true to the best of my Knowledge.

Place: Abu Dhabi

Farsana Junaid

References: Available on request.