

RESUME



RABIA RAFIQUE

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Address for Correspondence:

INTERNATIONAL CITY,
ENGLAND CLUSTER (Z-03),
DUBAI,

Date of Birth:10.12.1993

Sex :Female

Marital Status: married

Languages Known:

English, Arabic, Hindi, Urdu,
Punjabi

Nationality: Pakistani

Passport no. : CP9565232

Issue Date : 10/05/2018

Expiry Date : 09/05/2023

Objective

To secure employment in a challenging and rewarding role where I can utilize and extend my skills and ability. I seek to broaden my horizons, utilizing and developing my communication, interpersonal, organizational and administrative abilities and depth of experience.

Educational Qualification

B.A from University of the Punjab, Pakistan (2013)

F.A from FBISE Islamabad in 2011

Matriculation from FBISE Islamabad in 2009

Computer skills

3 Month Basic Computer course & Advance

Currently visa status

⊕ Employment visa

⊕ Duration 2years

Current Employer

⊕ Al Fardan Exchange LLC

⊕ Designation :Teller/cashier

Duties and responsibilities

Handle day to day cash transactions and exchange foreign currency.

- Provide fast excellent and error free remittance services in a Very professional way.
- Attend customer inquiries on foreign exchange rate, remittances, bill payments, promotions and other services
- Buying and selling foreign currencies from walk in customers On a regular basis.
- Adhere to relevant AML rules, policy and procedures of the company wherever applicable.
- Knows how to identify counterfeit bank notes.
- Support record keeping staff by providing all supporting documents and bills for each transaction.
- Completing all given tasks on time to legal requirements and
- Negotiated deadlines.

Previous Employer

- ⊕ Uae exchange
- ⊕ Designation :Teller/cashier

Duties and responsibilities

- Handle day to day cash transactions and exchange foreigncurrency.
- Provide fast excellent and error free remittance services in aVery professional way.
- Attend customer inquiries on foreign exchange rate, remittances, bill payments,promotions and other service
- Buying and selling foreign currencies from walk in customers on a regular basis.
- Adhere at relevant AML rules, policy and procedures of
- the company wherever applicable.
- Knows how to identify counterfeit bank notes.
- Support record keeping staff by providing all supporting documents and bills for each transaction.
- Completing all given tasks on time to legal requirements and negotiated deadlines.

- ⊕ Tenos Jewellery Dubai mall
- ⊕ Designation :Sales and designer
- ⊕ Duration: 10 April to Dec 4 2017

Duties and responsibilities

- Some work as a sale lady in the Dubai Moll and some time in thehead office.
- Transfer the things from head office to the all shops
- Hold all the paper work of the office
- Check the workers and drivers of the company,send deliverieto the customers
- As a sale assisting customers' and providing customer services
- Arrange all prices and codes of items
- Handling cash and register manually
- Making the inventory of all items
- Design the jewelry
- Casheir

- ⊕ Sun tour Company (Turkish jewellery Accessories)
- ⊕ Dragon Mart, International City, Dubai
- Designation :Sales and designer
- Duration:March 2014 to 2017

Duties and responsibilities

- Assisting customers
- Providing customer services
- Arrange all prices and codes of items
- Handling cash and register manually
- Making the inventory of all items
- Design the jewelry
- Casheir

DECLARATION :

I hereby declare that the information furnished above is true to the best of my knowledge

Yours Faithfully,

RABIA RAFIQUE

