

	<b>Personal Details</b> <b>Name</b> : Zain Ali Muhammad <b>Email</b> : <a href="mailto:zainali3900000@gmail.com">zainali3900000@gmail.com</a> <b>Marital Status</b> : UNMARRIED <b>Date of Birth</b> : 27th October, 1993 <b>Passport</b> : GY1806592 <b>Nationality</b> : Pakistani <b>Mobile</b> : +971-55-7162616 <b>Address</b> : UNION Metro Station Dubai <b>Visa Status</b> : Cancelled ( Visit Visa)
<b>Career Objective</b>	
	To work for a challenging position in a competitive environment to build through efficient performance for long term career development and growth.
<b>Core Competencies In</b>	
	<ul style="list-style-type: none"> <li>• Self starter with innovative ideas, can do attitude and appositve approach.</li> <li>• Strong ability to manage an office and teams in dependently.</li> <li>• Sound knowledge of Administrative / Operation tasks.</li> </ul>
	<ul style="list-style-type: none"> <li>• ( Customer Service ) <b>FOREIGN CURRENCY CASHIER</b>  <b>18 October 2020 To 18 October 2022</b>  <b>AL ANSARI EXCHANGE DUBAI.</b> </li> </ul> <p><u>Responsibilities include:</u></p> <ul style="list-style-type: none"> <li>• Exchange All Kind Of Currency Denomination Notes.</li> <li>• Manage western union transactions and WPS SOLUTIONS &amp; manage all kind of bill payments &amp; cash express sending receiving amendment cancellations</li> <li>• Ability to maintain a balance of large bulk of currency constantly</li> <li>• Manage transactions with customers using cash registers</li> <li>• Resolve customer complaints, guide them and provide relevant information</li> <li>• Track transactions on balance sheets and report any discrepancies</li> <li>• Handle merchandise returns and exchanges</li> <li>• Ability to tolerate stress</li> <li>• Adequate customer service orientation and experience</li> <li>• Supervise debit, credit or cash transactions, as well as other forms of payments within the bank</li> <li>• Review cash accounts on a daily basis</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Customers Service Agent</b>  <b>11 Nov 2017 to 10 Mar 2019</b>  <b>Emirates Air Lines DXB International</b>  <b>Airport Dubai U.A.E</b> </li> </ul> <p><u>Responsibilities include:</u></p> <ul style="list-style-type: none"> <li>• Airport customer service representatives are responsible for working on the phone and in person to provide information about travel plans for customers. This could involve giving the customer information about arrival and departure times, reserving tickets with a particular airline, and a wide variety of other topics. These representatives work with a company's computer system to accomplish their work. Customer service reps are responsible for greeting passengers, guiding them to the proper terminal, explaining airport regulations, and asking for volunteers to take a later flight when one has been overbooked.</li> </ul>

	<p>• ( Customer Service ) <b>FOREIGN CURRENCY CASHIER</b>  <b>01-JAN-2016 TO 30-OCT 2017.</b>  <b>RAVI EXCHANGE (Pvt) Ltd. Pakistan</b></p> <p><u>Responsibilities include:</u></p> <ul style="list-style-type: none"> <li>• Ability to maintain a balance of large bulk of currency constantly</li> <li>• Manage transactions with customers using cash registers</li> <li>• Resolve customer complaints, guide them and provide relevant information</li> <li>• Track transactions on balance sheets and report any discrepancies</li> <li>• Bag, box or gift-wrap packages</li> <li>• Handle merchandise returns and exchanges</li> <li>• Ability to tolerate stress</li> <li>• Adequate customer service orientation and experience</li> <li>• Supervise debit, credit or cash transactions, as well as other forms of payments within the bank</li> <li>• Review cash accounts on a daily basis</li> </ul>
<p align="center"><b>Education</b></p>	
<p align="center">AL ANSARI EXCHANGE DUBAI 2021</p> <p>BOARD OF INTERMEDIATE &amp; SECONDARY EDUCATION, MULTAN PAKISTAN</p> <p>Govt Skill Development Council Punjab Lahore. Pakistan</p>	<p><b>DIPLOMA ADVANCE ANTI MONEY LAUNDERING</b>  <b>DIPLOMA ADVANCED CUSTOMER SERVICE</b></p> <p><b>INTERMEDIATE 12,</b>  <b>HIGH SCHOOL</b></p> <p><b>CUSTOMER SERVICES</b>  <b>Hospitality Management</b></p>
<p align="center"><b>Languages</b></p>	<p>English, Urdu, Punjabi</p>
<p align="center"><b>Hobbies</b></p>	<ul style="list-style-type: none"> <li>• Reading books &amp; News paper</li> <li>• Play games &amp; Watch Documentaries</li> <li>• Net Browsing</li> </ul>
	<p><b>Reference will be furnished upon request</b></p>