

Curriculum Vitae

UMER ILYAS

+971- 55 3699308 (UAE)

Email:umerilyas500@gmail.com

Dubai-United Arab Emirates



CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

PERSONAL DETAILS:

✦ Name : UMER ILYAS
✦ Father Name : MUHAMMAD ILYAS
✦ Nationality : Pakistani
✦ Date of Birth : 14 JAN, 1996
✦ Religion : Muslim
✦ Marital Status : Married
✦ Gender : Male

SKILLS:

- ✦ Good Communicational and Interpersonal Skills
- ✦ Hard working Team Member
- ✦ Courageous true towards the duties.
- ✦ Have a high respect for customer's service.
- ✦ Always keep on smiling under pressure.
- ✦ Efficient and well behaved person.
- ✦ Extremely hardworking self motivated and able to work independently.
- ✦ Keep excellent inter personal relations with colleagues and ready to help them.

EDUCATIONAL & QUALIFICATION:

- ✦ Bachelor in Commerce from "University of Central Punjab"-(Gujranwala, Pakistan) 2019
- ✦ Intermediate of Commerce from "Educator College"-(Rawalpindi, Pakistan) 2017
- ✦ High School Education Completed from "Knowledge House High School"-(Gujranwala, Pakistan) 2014

COMPUTER SKILLS:

- ✦ M/S Word, Excel & PowerPoint
- ✦ Internet and Emails
- ✦ Have Basic Computer Operating Knowledge

PROFESSIONAL EXPERIENCE:

✦ **COMPANY** : **UNIVERSAL EXCHANGE CENTER DUBAI**
Position : Teller , Cashier
Duration : Feb 8, 2020 to June 31, 2022
Location : Dubai-UAE

Job Description:

- ✦ Cash handling
- ✦ Remittance Voucher Making
- ✦ Customer Support Face To Face and Telephonic
- ✦ Western Union Transactions
- ✦ WPS Transactions Making
- ✦ Foreign Currency Dealing Purchase and Sale
- ✦ Customer Complaint Answering calls
- ✦ Scanning and Filing Vouchers
- ✦ Amendments and Refund Mailing and Filing
- ✦ Photocopies, scans, and files appropriate documents

- ↻ Engage In Marketing Activities
- ↻ Making Personal Relation With Customers

↻ **COMPANY** : **KING'S MALL GUJRANWALA**
Position : Cashier
Duration : July, 2019 to Dec, 2019
Location : Gujranwala, Pakistan

Job Description:

- ↻ Scan goods and ensure pricing is accurate
- ↻ Manage transactions with customers using cash registers
- ↻ Collect cash whether cash or credit
- ↻ Arranging the deliveries
- ↻ Preparing daily sales reports and submitting it to sale supervisor
- ↻ Conduct market research to identify selling possibilities and evaluate customer needs
- ↻ Actively seek out new sales opportunities through cold calling, networking and social media
- ↻ Set up meetings with potential clients and listen to their wishes and concerns
- ↻ Prepare and deliver appropriate presentations on products/ services
- ↻ Create frequent reviews and reports with sales and financial data
- ↻ Ensure the availability of stock for sales and demonstrations

LANGUAGE:

↻ English : (Fluent) Speaking, Reading & Writing
↻ Urdu : (Fluent) Speaking, Reading & Writing
↻ Punjabi : Mother Language

PASSPORT DETAILS:

↻ Passport NO : GL1743191
↻ Date of issue : 24 JUL, 2019
↻ Date of Expiry : 22 JUL, 2024
↻ Place of issue : Gujranwala, Pakistan
↻ Visa Status : Tourist Visa

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

Umer Ilyas