



JAFAR K.P

Bachelor of Commerce (B.Com)

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

Teller & operations September 2022 – up to present Al Ansari Exchange

- Provided the customer service in person, by telephone and by email.
- Accept and accurately process all financial service transactions.
- Manage customer inquiries and complaints.
- Co-ordinating with group business entities to get their individual cash flows and analyzing them.
- Ensure due diligence is carried out with respect to money laundering and other regulatory requirements.

ONLINE SALES COORDINATOR: January 2021 to July 2022

LULU GROUP INTERNATIONAL, ABUDHABI

- Make sure and customers, dealers, and action personal receive promptly
- Follow up calls with customers to verify all transaction information.
- Receive dispatch the orders respectively.
- Coordinate schedule in the most effective manner.
- Provide the reports to the upper management

Front-End Officer / Customer Service

Lulu Group International, Abu Dhabi

- Anticipating customer and store needs by constantly evaluating environment and customer for cues.
- Delivering legendary customer service to all customers by acting customer first attitude and connecting with customers.
- Answering phone calls and redirect them if necessary.

Phone

+971582797533

Email

zayanjafar947@gmail.com

Dubai satwa

Employment Visa

Driving License:

2648473

PERSONAL SKILLS

- Active listening
- Communication
- Computer skills
- Customer service
- Interpersonal skills
- Leadership
- Management skills
- Problem-solving
- Time management

TECHNICAL SKILLS

- Tally
- Word
- Excel
- PPT

LANGUAGES

English
Tamil
Hindi
Arabic (to read & write)

PERSONAL DETAILS

Date of Birth : 19.08.1998
Marital Status : Single
Nationality : Indian
Religion : Islam
Mother Tongue : Malayalam

PASSPORT DETAILS

Passport Number : 1T2626672
Place of Issue : Kozhikode
Date of Issue : 04/04/2019
Date of Expiry : 03/04/2029

PERMENANT ADDRESS

Jafar S /O Hussain, Kakkidi Parambith House .
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Jafar Kakkidi Parambath