

# AURANGZAIB TARIQ

CUSTOMER SERVICES OFFICER/CASHIER



Al Qasimia, Sharjah, UAE



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aurang.qurashi@gmail.com



To become a successful and honorable person as my qualification is based on study, enthusiasm and experience. Therefore, while working for a great organization I need a chance to prove myself as an honorable and valuable asset for the organization.

## WORK EXPERIENCE

Al Ghurair  
International  
Exchange LLC

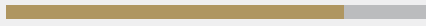
Sep 2021 - Present  
Dubai, Sharjah

### CUSTOMER SERVICES OFFICER/CASHIER

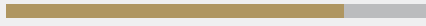
- Perform remittance transaction, foreign currency exchange.
- Collection of bills payments and inward remittance payments. Company registration for WPS and GPSSA. Complete knowledge of products and services offered by the organization.
- Adherence to complain free and fast, but error free delivery of services.
- Maintain sound relationship with customers and ensures to invite them back for a repeated association.
- Performing intermediate duties and support related to branch operational activities.
- Excellent knowledge in compliance guidelines like Know Your Customer (KYC) and Customer Due diligence (CDD) for transactions.
- Monitoring branch cash and safe keys.
- Generate necessary closing reports.
- Contribute maximum efforts in achieving the assigned business targets.
- Maintain high level of cooperation with branch colleagues and support units.

## SKILLS

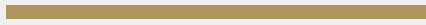
Communication



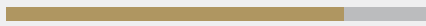
Business Development



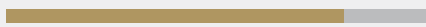
Team Work



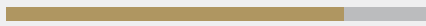
Sales



Customer Services

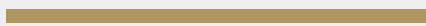


Interpersonal Skills

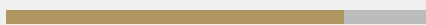


## LANGUAGES

Urdu



English



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## PERSONAL DETAILS

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**Date of birth:** 13-10-1992

**Nationality:** Pakistani

**Visa status:** Employment

**Marital status:** Single

**Galadari Ice cream  
Company LLC**

**Sep 2018 - Mar 2021**  
Sharjah

### ● STORE IN CHARGE

Responsible to provide excellent customer services by training and managing service crew, lead and motivate team to achieve sales target.

Monitoring stock supplies efficiently and manage stock inventory.

Handling customer complaints and providing appropriate solutions

Maintain food safety standard.

**Oct 2015 - Feb 2018**

### ● TELE SALES REPRESENTATIVE

Providing customer services and tele sales online marketing for a UK based organization in Pakistan.

Contact businesses and individuals by telephone in order to promote and sell goods and services.

Talking to potential customers on the phone and selling products.

Explain the product or service to potential customers.

Record customer details including reaction to the product or service offered.

Input order details into the computer system.

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## EDUCATION

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**University Of The  
Punjab**

**2015**  
Lahore

### ● BACHELOR OF COMMERCE

**Board of  
Intermediate &  
Secondary  
Education**

**2013**  
Faisalabad

### ● INTERMEDIATE