



Tabassum Abbasi

CONTACT ME

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Experience: 04 years of Experience in Oprattion staff &coustmer services

Visa Status: visit visa

AIInternational city, Dubai, UAE

EDUCATION

Graduate - Bachelor in Commerce (BCOM)

Intermediate – PBTEI (I

COM) Matriculation _

SKILLS

- Communication skills
- Data entry skills
- Interpersonal skills
- Time Management.
- Proficiency in inventory management.

COMPUTER SKILL

Microsoft Excel - Microsoft Word-
Microsoft Outlook - Power point-PDF

WORKEXPERIENCE

UNITED LIMTED BANK IN PAKISTAN AS A OPRATION STAFF

- COUSTMER ACCOUNT OPENING
- VERIFICATION AND CHEAQUE CLEARANCE
- HANDLING PETTY CASH AND BILLING INVOICES AND CASH TRASNICATION RECIPT.
- FILLING DOCUMENTATIONS.
- **PROFESSIONAL EXPERINCE IN MESRKANLOO EXCHANGE AS A FORIGN CRUNNCY Dubai**
- Handling and maintain the cash transaction In counter.
- Co-ordinating with operations and finance and other relevantdepartments to find appropriate solutions to customer queries
- Identify and assess customers' needs to achieve satisfaction follow the AML policy as well
- Deal the al type of major currency convert into aed
- Handle customer complaints, provide appropriate solutions andalternatives within the time limits; follow up to ensure resolution
- Maintain daily transaction and tally the cash record as well

Professional Experience as a Aed cashier in Al Ansari Exchange – Dubai

Handling and maintain the cash transaction In counter.

- Invoices Receipt record maintains and filing the as per format.
- Checking & verification of invoices, item list, Legal name & other mandatory documents.
- Follow the AML policy as per requirement as well
- ***Maintaining Tehsil payments & cheque clearance.***
- Front desk job whenever required.
- Pitch the sale of travel card as well.
- Deal the al type of major currency convert into aed

LANGUAGE SKILL



English -90%



URDU -100%



Hindi-90%



Bangladesh-90%



philippine-45%