

CURRICULUM VITAE

Profile	
Name	MD MUNEER KHURRAM
Qualification	B. Com., M.BA (Finance)
Gender	Male
Date of Birth	3-3-1988
Cell	+971525984017
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Address	JURF-1 AJMAN



Career Objective

Being a dedicated professional of Best Customer Services & Business Development Officer seeking a progressive organization which is sharply growing & besides let me growth opportunities simultaneously.

Qualifications

- M.BA GLOBAL INSTITUTE OF MANGEMENT HYDERABAD (IND)
- B.Com JHANA VI DEGREE COLLEGE HYDERABAD(IND)

Profile

- Presently working in AL RAZOUKI INTERNATIONAL EXCAHNGE as a head casheir & teller
- Offering almost 5 years UAE experience ranging from customers services, WPS, opening NRE accounts, Remittance, handling cash counter with foreign currency exchange , branch tally procedure, and also working as a HEAD CASHIER in BELHASA GLOBAL EXCHANGE mafraq abudhabi.
- Offering 2-year experience in customer service in Vodafone with solving customers queries.
- Offering 1 year experience as an accountant in kacchi textiles al madina building Hyderabad (india)
- Expert use of MS Excel for every day of work data collection, processing and MIS reporting.
- Good team building and leading skills.
- Having good analytical and customer services skills.
- Having good official communication skills.
- Self-confidence , responsible , highly motivated and leadership skills

Languages

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|--------------|----------|--------------------------------------|
| • English | Official | Level: (Read, Write, Listen & Speak) |
| • Urdu/Hindi | Native | Level: (Read, Write, Listen & Speak) |
| • telugu | Native | Level: (Listen & Speak) |

Professional Experience

Company	BELHASA GLOBAL EXCHANGE (Saif Belhasa Holding)
Duration	Jan, 2015 to July 2019
Worked as	HEAD CASHIER / CRA

Achievement	<ul style="list-style-type: none"> • Developed Business • Customer dealing on counters and making entries for home remittance • Handling cash counter with sale and purchase of foreign currency • Working as a compliance officer and maintain compliance work • Create a strong relation between customers and organization • Achieved all given targets related to business development • Opening of NRE Accounts • Got certificate of AML (Anti Money Laundering) from Central Bank of UAE Conducted by FERG
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Professional Experience	
Company	VODAFONE cellular ltd
Duration	Dec 2012 to Dec 2014
Worked as	Customer service agent.
	<ul style="list-style-type: none"> • Solving customer queries • Guiding customer on various products and offers. • Explaining recharge offers & schemes • Make a good image in general public about organization. • Provide accurate product knowledge to target customer. • Achieve not only self-target but also branch target continuously.

Company	KACCHI TEXTILES LTD
Duration	Jan 2012 to Dec 2012
Worked as	Accounts Officer
	<ul style="list-style-type: none"> • Accounts Payable, includes processing purchase orders and invoices, following up with vendors and resolving discrepancies in a timely manner. • Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required. • Oversee, review and approve release of all payroll activities • Proficiently handle complete accounting sales of goods & purchases • Performed manual accounting with all purchases and sales records

Other Computer Skill	
	<ul style="list-style-type: none"> • Microsoft Office Packages (MS Word, Excel, Access and Power point) • Computerized Accounting Environment. • Internet Browsing. • Outlook Express and e mailing.

Reference	
Name	Mr. DEEPAK DOMNIC (97159089221)
Designation	Branch Manager
Company	Al razouki international exchange
Adress	AL JURF industrial area-1,ajman

++Declaration (s)
I hereby state firmly that the information, contained in this CV, is true & correct to the best of my knowledge & belief.

