



# ANAM LATIF

## PROFESSIONAL PROFILE

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To implement my knowledge and experience with leading organization using all capabilities, skills, motivation, determination and especially to improve my communication skills according to the multinational organizational culture to work with interact people more confidently in professional environment.

## PERSONAL DETAILS

Passport No : BY8489651  
Nationality : Pakistani  
Date of Birth : 17-10-1996  
Visa Status : Employment

## EDUCATION

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### I.COM/ Intermediate of Commerce

Accounting & Finance (Boards of Intermediate and Secondary Education Pakistan )

2020-2021

01 Year Diploma in computer Application & Office Professional from Vocational Training Institute Pakistan.

## JOB EXPERIENCE

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### FOH & Cashier May 2022-Present

01 Year Experience as a FOH at Papa John's UAE.

I have been working as a front of the house.

Greeted and welcomed the guests with a smiling face.

Responsible for serving customers by greeting them, taking their orders, and answering questions about menu items. I'm also in charge of financial duties like processing payments, manning the POS system, and managing the cash box.

### Remittance & Cashier April 2019-Jan 2022

03 Year' Experience as a Remittance & Cashier at AA Currency Exchange International.


- Hands on experience on moneygram'WU and Ria software.
- Generate & maintain inward/outward transaction record.
- Provide support internal and external auditors.
- Identification of the customer's valid id and legality of the documents.
- Report issues with equipment.
- Bought, sold and handled an average of foreign currency daily.
- Ensured quality of service by hand counting currency.
- Maintained friendly and professional customer interactions.
- Maintained strict confidentiality of record and client information.

## CONTACT

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 Al Rigga Dubai, UAE

## SKILLS

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- Team Work
- Time Management
- Leadership
- Problem solving
- Negotiation
- Outstanding customer service

## LANGUAGE

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- English
- Hindi

## PREFERENCE

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As per company demand