

# MEER HAMZA

Mobile No: +971564967632

Address: Dubai

Visa Status: Employment Visa

Email Address: [meerhamzaaleembutt@gmail.com](mailto:meerhamzaaleembutt@gmail.com)



## Profile:

A Dynamic results-driven professional with an outstanding track record in customer Services, Relationship Management, Deft in maintaining harmonious customer service relations between key customers, employees and the company through efficient of issues/queries. A keen communicator with the ability to, relate to people across all hierarchical level in the organization.

## PROFESSIONAL EXPERIENCE:

### **Al Rostamani international Exchange.**

(Dubai)

**(OCT 2019 – PRESENT)**

- Balance currency, coins, and checks in cash drawers at end of shifts, and calculate daily transaction using computers, calculators or adding machines.
- Enter customers transactions into computer in order to record transactions and issue computer generated receipts.
- Dealing and selling foreign currencies to other exchange houses.
- Remitting money using instant cash service. □ Handling all the FC and LC transactions
- Updating the currency rates on daily basis.
- Responsible for any acceptance of fake currencies.
- Report to branch in- charge of any doubtful situation during a transaction.
- Report any uncertain/doubtful activity to branch in- charge at any instant of time.
- Checking the the record transactions on daily basis and informing MLRO about each of them and following compliance policy strickly.

### **WALL STREET EXCHANGE CENTER LLC. (Dubai –UAE)**

TELLER/CASHIER

**(MAY 2016 – SEP 2018)**

Wall Street Exchange is the one and only Exchange under government Sector (A Subsidiary of

Emirates Post Group) in the Middle East. Services offered include Remittances, Foreign Currency, Western Union transfers, Cash advances against major credit Cards and Instant cash Money transfers.

**Responsibilities:**

- Identify prospective clients and build up customer database.
- Verify transactions statement on daily basis and update/rectify omissions, errors.
- Develop and maintain good relationship with corporate and retail clients.
- Handle customer queries and grievances.
- Facilitate and ensure timely payments, Money transfers /exchange.
- Handling all bulk cash transactions in the Branch.
- Handling all the FC and LC transactions.
- Making all the payments for the Credits cards, Traffic Fines, Post Paid Mobiles, National Bonds, Ezetop and SEWA.
- Making third party transactions for cooperate customers.
- Putting all branch cash inside the safe and keeping the lockers key.

**ALFALAH EXCHANGE COMPANY.**

**FOREIGN EXCHANGE CASHIER/TELLER**

**(February 2013 – March 2016)**

Abu Dhabi, UAE

**Responsibilities:**

- Interact with walk-in customers to satisfy their currency exchange needs.
- Approve all transactions forwarded through MIS for outward remittances.
- Responsible to execute customer foreign currency sale/purchase transactions.
- Coordinate with branch in-charge for daily TT/DD and currency sale purchase rates.
- Responsible for cash collections according to MIS reports from customers and handling over receipt for each transaction.
- Ensure implementation of all company's standard operational procedures applicable on cash departments.
- Responsible for preparation of daily cash deposits preparations i.e. receipts and parcels for banks.
- Responsible for loss or theft of any transaction cash/cheque for a day.

## Educational History:

<b>Bachelors:</b>	<b>Punjab University Lahore Pakistan.</b>	<b>2008-2010</b>
<b>Intermediate:</b>	<b>Lahore Board.</b>	<b>2006-2008</b>
<b>Matriculation:.</b>	<b>Lahore Board.</b>	<b>2005-2006</b>

## LANGUAGES:

- English.
- Urdu.
- Hindi.
- Punjabi.

## Computer Skills:

- ❖ MS Office 2010
- ❖ Mi Word 2010
- ❖ Power Point 2010
  - ❖ Mini Tab
- ❖ Internet Expert

## Personal Details:

Date of Birth:	12th Nov 1990.
Father's Name:	Aleem ul Hassan.
Nationality:	Pakistani.
Religion:	Islam.
Marital Status:	Married.
Passport Number:	AN6216993.
Visa Status:	Employment Visa.

## Hobbies:

- Cricket.
- Chess.
- Internet surfing.

## Reference:

Will be Furnish on demand.