

# CURRICULUM - VITAE



## OSAMA AKHTAR

**Father Name :**

Mr. Akhtar Hussain

**Mother Name :**

Mrs. Shabeena Siddiqui

**Date of Birth**

17-09-1990

**Nationality**

Indian

**Marital Status**

Single

**Address**

Electra St. Abu Dhabi, UAE

**E-mail:**

osamaakhtar065@gmail.com

**Contact No.**

+(971) 524387771

**Hobbies:**

Reading Books

Playing Cricket

## FC Cashier

### FRONTLINE ASSOCIATE

**PROFILE**

Seeking challenging career in your professional Sector to get a position of responsibility, using my professional skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

## Education

- MBA Marketing form Shridhar Universiity India In 2013.
- BACHELOR OF ART from Lucknow University India IN 2010.
- INTERMEDIATE from Allahabad University UP Board India IN 2006.
- HIGH SCHOOL from Allahabad University UP Board India IN 2004.

## Computer Skill

- One year Course of Advance Diploma in Computer Application from Mocrovision Computer Institute Lucknow India.

## Working Experience (FC Cashier)

**FC CASHIER - LULU INTERNATIONAL EXCHANGE COMPANY, Abu Dhabi, July, 2017- Present**

- Provides foreign currency exchange to customers, offering them the best rates while keeping enough profit margin for the company.
- Process remittance and payout money; balance cash drawers at the end of shift and file daily transactions.
- Handle WPS transactions (wage protection system) managing clients who wants to deposit their employees salary and . process salary payouts to employees.
- Provides other added services like processing bill payment and debit card withdrawals, reloading mobile balance, enabling mobile app transaction and VAT payments.

**Strengths:**

- Decision Making,
- Sincere & Hard Working
- Positive Attitude
- Good verbal and Written Communication Skills

**Skills :**

- Cash handling and reconcilization.
- Database Management
- Money Transfer Service
- Foreign Currency
- Anti-Money Laundering
- Wage Protection Sytem
- Regulatory Compliance
- Staff Management and Training
- MS Office (word)
- Service (Western Union, Transfast, RIA Money, IME.

- All kind of manual vouching and online software related to accounts.
- Possess solid computer skills, including excellent working knowledge of Microsoft Excel, Microsoft Word, and Data Entry Ability to adapt to change.
- Make a telegraphic transfer transaction to (Asia, Europe, Australia & America).

**Customer Service Associate - Al Falah Exchange Company Electra St. Abu Dhabi Dec. 2014- July. 2017**

- Accept cash remittance transactions and check for deposit and payment; prepare telex transfer and other offered services transaction for walk-in customer.
- Answer customers queries and provide information with regarding services offered by Al Falah Exchange.
- Process Foreign Currency Exchange, WPS deposits and payment, On-line transactions (WU, Instant Cash, Xpress Money and Transfast.
- Data entry related to daily financing of organization.

**Permanent Address**

Khala Bazar Bhadewan Lucknow PIN : 226004, INDIA

**Reference**

Reference Shall be provided upon request.

**Declaration :**

I hereby declare that the above information is true to the best of my knowledge & belief.

Date :

**OSAMA AKHTAR**