



# FAISAL AFZAL

## S/O SHER AFZAL

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### Objective

- To secure a challenge in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



### Skills

- Ms-Office
  - Ms-Word
  - Ms-Excel
  - Ms-Ppt
- UI/UX Designer
  - Figma
- Bookkeeping
  - Quickbooks
- Typing 25-30 w.p.m
- Inpage Urdu Typing
- Good communication skills
- Data Entry
- Computer Operating
- Team Work
- Official Letter writing



### Interests/Hobbies

- Hiking and Traveling
- Swimming
- Fishing
- Gym/Fitness
- Reading
- Volunteering



### Languages

- English (read,write,speak)
- Urdu (read,write,speak)
- Shina (read,write,speak)



### Education

- Bs(Hons) BBA** 2018-2022  
Karakoram International University  
*Specialization in Human Resource Management*
- FSC (Computer Science)** 2016-2018  
Public School and Colleges Jutial Gilgit
- Matric (computer Science)** 2014-2018  
Public School and Colleges Jutial Gilgit



### Work Experience

- Customer Service Officer** - May-2023 \*  
*Currently Working at Emirates India International Exchange as Head Cashier*
- Executed customer transactions regarding cash, money order and money exchange.
  - Maintained balancing record with 100% rate of accuracy.
  - Exceeded monthly sale goals.
  - Maintained friendly and professional customer interactions.

- Internship F&B dept** March-2023  
*1 Month Internship at Bahi Ajman Palace*  
United Arab Emirates

- Audit Internee** March-2022 June-2022  
*Internship at Dilyab Associates Gilgit*
- Assisted in Preparation of Financial Statements.
  - Assisted in Preparation of Payment and Receipt Vouchers.
  - Assisted in Preparing Bank Reconciliation Statements of Clients.
  - Facilitated in conducting various Sajil ERP training.

- Office Assistant** Jan-2021 - Dec-2021  
*Office Assistant at Gilgit Baltistan Chamber of Commerce*
- Official Letter Witing
  - Data Entry
  - Record Keeping (Manual and Computerized)
  - Registration of Membership
  - Dealing and Helping customer to solve their issues.



### Reference

References Available on request.