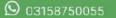


FAISAL AFZAL S/O SHER AFZAL



= 15-08-2000





+971557057821

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.



Ms-Office

Ms-Word

Ms-Excel

Ms-Ppt

 UI/UX Designer Figma

 Bookkeeping Quickbooks

- Typing 25-30 w.p.m
- Inpage Urdu Typing
- o Good communication skills
- Data Entry
- Computer Operating
- Team Work
- Official Letter writing

Interests/Hobbies

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

X_A 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

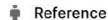
Internship at Dilyab Associates Gilgit

- 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

Office Assistant at Gilgit Baltistan Chamber of Commerce

- · Official Letter Witing
- Data Entry
- Record Keeping (Manual and Computerized)
- Registration of Membership
- o Dealing and Helping customer to solve their issues.



References Available on request.