

MOHD DANISH KHAN



OBJECTIVE

Attention to detail and accomplishes work within deadlines provided strong analytical skills, identify issues and trends, provide solution and self-motivated, works independently, highly organized ability to manage multiple tasks & prioritize workload excellent verbal and written communication skills.

EXPERIENCE

- **Worked with LARI EXCHANGE Aug/2021 to till.**

Job Description:

As a Cashier/Customer Service Representative in Lari Exchange.

Key Responsibilities:

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs & resolving concerns.
- Developed community reputation through commitment to customer satisfaction and Strong client relationships.
- Extensive understanding of fluctuations in currency valuations.
- Handle clients queries based on claim and provide resolution within stipulated time frame.
- Proactively identify the needs of potential customers and offer appropriate financial services & products.

- **Worked with UAEEXCHANGE Jan/2018 to July/2021**

Job Description:

As a Cashier/Customer Service Representative in UAEEXCHANGE.

Key Responsibilities:

- Serve customers by establishing rapport, building customer confidence, providing accurate information, and promoting product through point of successful sale.
- Responsible for solving customer complaints and providing information regarding product.
- Buys and sells foreign currencies according to daily international exchange rates.
- Executed customer transactions regarding cash, money orders and money exchange.
- Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
- Extensive knowledge of principles and processes for providing customer and personal services.

- **Worked with Hindustan Aqua Limited July/2014 to Sept/2017**

Job Description:

As an Accountant in Hindustan Aqua LTD.

Key Responsibilities:

- A detail oriented professional with excellent knowledge of account possesses rich experience of 3+ years of experience in accounting principles.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Preparing and analyzing accounting records and financial statements reports.
- Compute taxes owed, ensuring compliance with payment, reporting and other tax requirements.

Email ID:

dkhan796@gmail.com

[khanmohddanish](mailto:khanmohddanish56@gmail.com)

[56@gmail.com](mailto:khanmohddanish56@gmail.com)

Mobile: -

+971557626483

+971544705496

Languages Known: -

English, Hindi & Urdu

Personal Data:-

Father Name: Shakeel Khan

Date of Birth: 15 Jan 1990

Gender : Male

Nationality : Indian

Visa Status: -

Transferable Visa

Correspondence

Address: -

Rolla (SHARJAH)

Permanent Address: -

ANGOOR WALI MASJID

PEEPAL TOLA

RAMPUR (U.P) 244901

INDIA

PROFESSIONAL SNAPSHOT

MBA(REGULAR) From Noida Institute of Engineering and Technology (Greater Noida) Approved by UPTU, LUCKNOW.

ACADEMICS QUALIFICATION

B.COM from Hindu college (Moradabad) Approved by Mahatma Jyoti Pulley Rohilkhand University, BAREILLY.

12th from S.T Paul Senior Secondary School Approved by Central Board Secondary Education Board.

10th from East West Public School Approved by Central Board Secondary Education Board.

DUAL SPECIALIZATION IN MBA

- ⇒ FINANCE
- ⇒ MARKETING

PASSPORT DETAILS

- ⇒ Passport No: M1708741
- ⇒ Passport Date: 16/09/2014 TO 15/09/2024

SKILLS

- ⇒ Excellent accounting skills
- ⇒ Strong communication skills
- ⇒ Strong leadership skills
- ⇒ Advanced computer skills

PROFESSIONAL STRENGTH

- ⇒ Ability to deal with external and internal customer support in a professional manner.
- ⇒ Outstanding communication and interpersonal skills.
- ⇒ Excellent time management and organizational skills.
- ⇒ Persuasive, emphatic with good problem-solving skills.
- ⇒ Multi tasking skills and ability to work under pressure.
- ⇒ Quick learner, detail oriented and ability to adapt to new processes in limited time frame.

TECHNICAL INTERESTS

- ⇒ Experienced one year diploma in Finance and Account for National Institute of Finance and Account from Moradabad.
- ⇒ Proficient knowledge with MS OFFICE (MS word, Excel and Power point).
- ⇒ Experienced one year computer software course.
- ⇒ Proficient knowledge of different operating system.
- ⇒ Excellent knowledge of Tally ERP.

EXTRA CURRICULUM ACTIVITIES

- ⇒ Participate in the racing and stood first at school level.
- ⇒ Participate in Cultural Activity worked as a manage programs and team leading.

HOBBIES

- ⇒ Team sports
- ⇒ Gardening

WEAKNESS

- ⇒ Focusing on small details
- ⇒ Does not like conflict
- ⇒ Emotional

TRAINING AND PROJECT UNDERTAKEN

- | | | | |
|-----|-------------|---|--|
| (1) | TRAINING | - | RELIANCE LIFE INSURANCE LTD |
| | TOPIC | - | “A Complete Analysis of Reliance Life Insurance Policy” |
| | DESCRIPTION | - | Doing quality checking of Life Insurance proposal form received from branches. Face to face interaction to the query analyzer. |
| | PLACE | - | Delhi (NCR) |
| (2) | TRAINING | - | BSNL LTD |
| | TOPIC | - | “Marketing & Promotional Activity of BSNL” |
| | DESCRIPTION | - | Marketing BSNL new connections and services to the customer for broad band & Sims. |
| | PLACE | - | Delhi (NCR) |

DECLARATION

I hereby declare that the information in this document is accurate and true to the best of my knowledge.

Date :

Place :

(MOHD.DANISH KHAN)