



# DARO KHAN

## Customer Service

### ABOUT ME

i am ambitious, outgoing result oriented, energetic person with more than three year of customer service and cashier experience i am well equipped to interact with individual from diverse background and efficiently resolve any issue. my career as a customer service has honed my communication, problem solving and team work skills, enabling me to deliver exceptional service to customers. i am now seeking position as a cashier to continue my passion for providing exceptional customer service and contributing to a dynamic team environment

### WORK EXPERIENCE

#### ○ Saif Al Noor Project Management, Sharjah, UAE

##### Customer Service

August 2023- August 2024

- Greeted Customer and making them feel welcomed.
- Provided adequate and necessary information whenever required to administration office
- Promoted and cross sold of new product and service.
- Adhered to office guideline and maintain a neat and clean counter.
- Handled Customer inquiries and provided accurate information.

#### ○ Al Fardan Exchange LLC, Sharjah UAE

##### Customer Service

April 2022 - October 2022

- Accurately performed all remittances transaction and other service transaction for customer
- Provided fast, excellent and error free service to customer in a professional manner.
- Respected and comply with anti money laundering rules, policy and procedure at all time.
- Resolved customer complaints independently whenever possible.
- Attended all telephone calls and give transfer rates or information as required by callers.
- Handled foreign currency, remittances and other customers transactions.

#### ○ Al Salik Metal Company, Sharjah UAE

##### Customer Service

September 2019 - September 2021

- Followed all cash handling procedure and policies in accordance with company standard
- Enrolled all customers are provided with gracious, quick and efficient service.
- Engaged in active listening with callers, confirming and clarifying information.
- Received payment by cash, cheque, credit card or debit card.
- Operated cash register, processed payment and issued receipt.

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📍 Deira, Dubai

### EDUCATION

#### Master in Economics

University of Balochistan  
2017 - 2018

#### Bachelor of Science

University of Balochistan  
2014 - 2016

### SKILLS

Customer Service Skills

Microsoft Office

Work under pressure

Excellent Communication skills

Cash handling

Team player

Problem solving

Time Management

### LANGUAGE

English

Urdu

Arabic

Pushto