



**SHUMAILA WAHEED**

**Address:** Dubai, United Arab Emirates.

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**PROFESSIONAL SUMMARY**

Being a member in student union for (3) years in series gave me several skills that any graduate needs to stand in front of any challenge in labor market.

**WORK EXPERIENCE:**

**Mark-Ai Corporate Services (Channel Partner of DU Telecommunications) As Telecommunication Assistant** since Feb 2023 to present.

**ROLE AND RESPONSIBILITIES**

- Place phone calls to potential customers to educate them on services and products offered by the company.
- Attend training sessions to learn about products (new products) and services or changes in current ones.
- Read and interpret sales reports to determine the best strategy for marketing.
- Meet monthly sales quotas and activity levels on a consistent basis.
- Generated sales revenue via telemarketing lead groups and cold calling.
- Maintained and updated sales activity records in tracking system.

**AL RAZOUKI INTERNATIONAL EXCHANGE LLC** as a **junior officer** since 2020 DEC To 2022

**REDHA AL ANSARI EXCHANGE** as a **Transfer clerk** since 2018DEC TO OCT2020

**ROLE AND RESPONSIBILITIES**

- Meet and Greet customers at Counter
- Handle Remittances, and other customer transactions as assigned by the Branch Management with zero defects.
- Ensure Cash Handling is done as per Company policy, and Cash Balance at assigned 'Till' is accurately tallied and appropriately handled as instructed by the Management.
- Report any anomalies such as under/over to concerned superior immediately.
- Exercise due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC

## **EDUCATION**

- M.A in Sport Science from University of Sargodha.
- Bachelor's Degree in Education, Islamic study & Persian
- Intermediate Education, Persian, Physical education
- Metric in General Science

## **COMPUTER SKILL: -**

- MS WORD,
- MS EXCEL,
- MS POWERPOINT
- TALLEY ERP 09

## **KEY SKILLS: -**

- Team work
- Ability to cope with high pressure working conditions specially salary time
- Flexibility
- Time management
- Fast learner

## **PERSONAL DETAILS: -**

- **NAME:** Shumaila Waheed
- **DOB:** 14<sup>TH</sup> Feb 1991
- **PHONE:** +971553363204
- **VISA:** Employment Visa