

Waqar Fazil

(TELLER/ CUSTOMER SERVICE EXECUTIVE) (MBA ATTESTED) / (OWN VISA)

To pursue career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality. I want to relate to an excellent organization to be a better professional man in the market under your kind supervision which would be helpful for me.



EXPERIENCE

2019-24 MZ TRADERS L.L.C

❖ CUSTOMER SERVICE EXECUTIVE / TELLER

- Working as a Cashier.
- Dealing all banking operations on the behalf of M.Z Traders. Checking the online payments outgoing and incoming Amount.
- Arranging the Packing list of the Containers.
- Having well and reputed Communication with Clients about Business.
- Generating the Documents for Export.
- Giving the Salaries to the Staff on monthly base as well advance payment.
- Accepts and physically keeps a tally of cash amount while being a single window representative .
- Collects proper and required documents from customers.
- Cross sells various products to customers.
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Track transactions on balance sheets and report any discrepancies
- Handle merchandise returns and exchanges
- Acknowledges inward mail received.



EDUCATION

MBA (ATTESTED)

Bahauddin Zakriya University Pakistan
2023



CONTACT

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SKILLS

- Customer Counseling Analytical and critical thinking
- Data collection and visualization
- Technical Marketing Skills
- Fundamental of computer concept. Micro soft office (word, excel and power point)
- Web Browsing



LANGUAGES

- English (Fluent)
- Urdu (Native)
- Hindi (Fluent)
- Punjabi (Native)
- Arabic (Beginner)



Professional Skills

- An engaging personality with following skills Ability to work independently and as part of a team.
- Excellent analytical and problem solving skills. Adaptability to various environments.
- Objective focused.
- Good Command over Microsoft Office, Power Point, Excel. Having Good Convincing and persuasive power.
- Situational Leader Event Management
- Advance Supervisory Skills Analysis of Data
- Proposal and Report writing
- Communication Skills and interpersonal skills
- Innovative and excellent problem solving skills



Achievements

- Head Management Society BZU Pakistan
- Supervisor Students counseling IMS BZU Paksitan.
- Proficient administrator in .