MD Muneer Khurram

Customer Service Representative

Counter Service Representative with more than 8years of experience in the areas of Customer Service as well as cashier with a good understanding of the customer satisfaction in banking sector is seeking to obtain stable career with a well established company that will allow me to further advance my knowledge and skills.

✉ muneerkhurram252@gmail.com   📱 +971525984017   📍 Ajman,UAE

EDUCATION

MBA
Global Institute of Management Hyderabad
10/2008-11/2011

WORKEXPERIENCE

CustomerServiceRepresentative/Teller
Al Razouki International Exchange LLC

08/2019-Present   *Ajman,UAE*

Achievements/Tasks
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Performing WPS.
- Executes foreign currency transactions for clients.
- Advises international clients on foreign markets and fluctuations.

CustomerServiceRepresentative/Teller
BelhasaGlobalExchange

01/2015-07/2019   *Ajman,UAE*

Achievements/Tasks
- Conduct foreign currency transaction for overseas travelers providechangeandcashcheques.
- Assist staff with branch operations, data collection.
- Ensuresecurityandstationaryaryandotherasperrecord management.
- Performing WPS.
- Handlingcashcounterwithsaleandpurchaseofforeign currency.

CustomerServiceAgent
VodafoneCellularLtd

12/2012-12/2014   *Hyderabad,India*

Achievements/Tasks
- Solving customer queries.
- Guiding customer on various products and offers.
- Makeagoodimageingeneralpublicaboutorganization.
- Provideaccurateproductknowledgetotargetcustomer.

Accountant
KACCHITEXTILESLTD

01/2012-12/2012   *Hyderabad,India*

Achievements/Tasks
- Proficiently handle complete accounting of purchases.
- Performed accounting with all daily records.
- Accounts Receivable, including processing payments.

SKILLS

CustomerService • Cashier • MS Word • ClientDealing • ProductKnowledge • InterpersonalCommunication • ProblemSolving • AttentiontoDetails • Teamwork • CustomerService • Multitasking • ConflictResolution • Sales • PointofSaleSystem • CashRegister • TimeManagement • Sales • Math • Flexibility • Accounting • GreetingCustomers • Dependability • Friendliness • Efficency • PositiveAttitude • TelephonicEtiquettes • Statistics

LANGUAGES

Urdu
NativeorBilingualProficiency

Hindi
NativeorBilingualProficiency

English
FullProfessionalProficiency

Telugu
NativeorBilingualProficiency

Punjabi
FullProfessionalProficiency

VISASTATUS

EmploymentVisa