

Faizan Khan

Date of birth: 06 Dec 1988

Nationality: Pakistani

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WORKEXPERIENCE

GCC Exchange: (June 2024- Current)

FC Head Cashier (Sharjah Branch):

- Oversees and maintains the organizations foreign currency market position.
- Executes foreign currency transactions for clients.
- Establishes local exchange rates for retail customers based on market fluctuations; communicates rates to and directs other staff accordingly.
- Advises international clients on foreign markets and fluctuations.
- Communicate with customers and address any problems they may have.
- Resolve cash tills when closing, ensuring the money matches the report and is stored safely.

Hemaya Security Services: (Nov 2023- June 2024)

Security Operations (Sira Security License # 387278):

- Secures premises and personnel by patrolling property, monitoring surveillance equipment, and access points.
- Investigates security breaches, incidents, and other alarming behavior.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities.

Hotel Galaxy Karachi (3-star): (2 Years)

Housekeeping Coordinator:

- Supervise and train housekeeping staff, including scheduling and assigning tasks.
- Ensure all rooms and common areas are cleaned and maintained to high standards.
- Develop and implement cleaning procedures and protocols.
- Conduct quality control checks to ensure work meets established standards.
- Manage inventory of cleaning supplies and equipment, including requisitions for restocking. Resolve customer complaints related to housekeeping services.

EFU Hemayyah Takaful: (1 years) Senior

Takaful Team Head:

- Financial consultants work with clients to develop individualized financial plans for savings, retirement, investments and insurance.
- Maintaining and monitoring project plans, project schedules, working hours. Create report product status on regular basis.
- Schedule meetings with the internal team and clients to discuss product updates and issues. Maintain complete project documentation in MS excel for reference purposes.
- Ensure that team works according to project scope and timelines.

Albari Group of Companies: (1.5 years)

Senior Investment Advisor:

- Assisting clients to make sound property-purchasing decisions

- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Consulting with clients to identify their needs, preferences, and financial concerns
- Developing strategies to increase the value of properties for clients looking to sell.

**Marbella Cave, Peshawar: (2 years) Admin
Officer and Sales Executive:**

- To assist in menu planning and pricing.
- Provides function employee list and hours for gratuities distribution.
- Dealing with customer complaint.
- Staff attitude and appearance.
- Organize a filing system for important and confidential company documents.

**Securiguard Middle East UAE: (5 Years)
Security Officer:**

- Monitored surveillance equipment and reported suspicious activity.
- Assisted in training new security personnel and providing security briefings.
- Assist with General Administration duties and customer services, answering the telephone, reply of mails and directing Calls as appropriate
- To respond to public, trade and other queries directly and by telephone in a pleasant and efficient manner.
- Provided company managers with regular safety reports.

**Sangam Hotel Muzaffarabad AJK: (1year)
Front Desk Officer:**

- Greet and welcome guests.
- Answer questions and address complaints.
- Answer all incoming calls and redirect them or keep messages.
- Receive letters, packages etc. and distribute them.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails.

● EDUCATION AND TRAINING

2009 – 2011

Masters in International Relations - Preston University, Islamabad

2006 – 2008

Bachelors in Arts (Political Science) - Azad Jammu & Kashmir, Muzaffarabad AJK

● SKILLS

- Experienced in Managing Projects, Focus on Strategic Communication
 - Strong Verbal, Written and Presentation Skills
 - Strong Work Ethics and Ability to Work with People from Diverse Backgrounds
 - Strategic Thinking and Decision Making Skills
 - Microsoft Office Skills (Word, Excel and PowerPoint, MS Project)
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● LANGUGAES

Mother tongue(s): **URDU**

Other language(s): **ENGLISH**

