

KAFEEL AHMED

Contact: +971562936065 | Email: Kafeelqureshi231190@gmail.com

Visa Status: Employment Visa

CAREER OBJECTIVE

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both professionally and personally, utilizing my skills and experience effectively.

CAREER PROFILE/SKILLS

- Strong verbal and written communication skills.
- Time management and task prioritization.
- Punctual and accurate working performance.
- High-level analytical aptitude.
- Hardworking and enthusiastic.
- Compliance with SOPs and team collaboration.
- Relationship management and problem-solving.

PROFESSIONAL WORK EXPERIENCE

WESTERN UNION LLC - Front Office Operation (Dec 2013 - Nov 2014)

- Processed currency exchange and remittance transactions.
- Handled AML compliance, KYC, and customer due diligence.
- Resolved customer queries and ensured positive experiences.

Emirates NBD PJSC - Sales Executive (Jan 2015 - Dec 2015)

- Educated customers on banking products.
- Achieved monthly sales targets.
- Conducted competitor analysis.

Ufone Telecom - PTML - Call Center Executive (Jan 2016 - Mar 2017)

- Handled customer calls and verified information.
- Explained policies and provided solutions.

G4S Secure Solutions LLC - CCTV Operator & Receptionist (Apr 2017 - Present)

- Monitored security camera feeds.
- Reported security incidents and maintained logs.

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- Welcomed visitors, answered calls, and managed reception tasks.

ACADEMIC EDUCATION

- Intermediate from Govt Degree College, Attock (2011)
- Bachelor of Commerce (B.Com) from University of Sargodha (2013)

CERTIFICATIONS & ADDITIONAL SKILLS

- MS Office (Word, PowerPoint, Excel)
- Advanced MS Excel skills (Formulas, Data Analysis)
- Jiu-Jitsu White Belt Holder
- Visionary Leadership Training (2014)
- Excel GURU Training (2014)

PERSONAL INFORMATION

- Nationality: Pakistan
- Date of Birth: 23 Nov 1990
- Languages: English, Urdu, Basic Arabic
- Driving License: In Process

REFERENCES

Available upon request.