

AMJAD KHAN

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❖ Email : khanamjad350@yahoo.com



❖ Objective

To contribute towards the growth and development of the organization by applying my management skills in a dynamic and challenging business environment. to broaden the spectrum of my knowledge while working in a progressive and result oriented organization where performance and achievements are basic for growth and rewards.

❖ Personal Details

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|-----------------|-----------------|
| ➤ Father's Name | Muhammad Saleem |
| ➤ Passport # | ww4128471 |
| ➤ CPR # | 920838812 |
| ➤ Date of Birth | 08-August-1992 |
| ➤ Religion | Islam |
| ➤ Citizen | Pakistani |

❖ Academic Education

Matriculation in Science Group from Board of intermediate and Secondary Education Abbottabad Pakistan

3 years Diploma of Associate Engineer (D.A.E) in Civil Technology from Technical Board Peshawar Pakistan

❖ Work Experience

From 16 June 2017 To Until Present as a Cashier in ANSAR GALLERY Bahrain

Issued receipts, refunds, credits, or changed due to customers.

- Established or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Answered customers' questions, and provided information on procedures or policies.
- Calculated total payments received during a time period, and reconcile this with total sales.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
Issue receipts, refunds, credits, or change due to customers.

➤ **Previous Work Experience**

As an Office Assistant/ Receptionist in Emirates Islamic Bank Dubai (U.A.E) form March 2014 to March 2016

- Handling incoming / outgoing calls
- Updating, processing and filing of documents
- Responding to customer queries
- Receiving & sending emails.

As a Customer Service Representative in Emirates NBD Bank Dubai U.A.E from April 2016 to Oct 2016

Responsible for acting as a liaison between customers and companies.

Assists with complaints, orders, errors, account questions, billing, cancelations, and other queries.

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.

❖ **Computer Skills**

- Microsoft Office (including Word, Excel, Power Point)
- Good practice of working on the internet (Internet Savvy)
- Good knowledge of blogging and online social networking
- Confident and neutral accent of English
- Ability to read, write, speak and understand English language
- Fast English Typing Speed

❖ **Languages**

Native proficiency in English, Arabic, Hindi and Urdu

References Available Upon Request