**Ejaz Haider**



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Country UAE Dubai

**Career Summary**

I have excellent communication skills (verbal and written), inter personal and analytical skills; ability to develop and leverage relationships at all levels within and outside the organization.

**Strength, Skills and Expertise**

* Customer Facilitation/Customer Services,Verbal and Written communication skills, Interpersonal,Skills,ProblemSolving,Sales,Support,Team-Building,Manage Work Under Pressure, Ability to Delegate Tasks, Integrity, Enthusiasm, Empathy & Competency,Leadership/Supervision.

**Honors’& Awards**

* Appreciation from the management for increasing 34% sales of company.
* Appreciation from the management for Audit of COPS PORTAL (Internal Portal) &Ufone WEB SITE.
* Appreciation from the management for suggesting improvements w.r.t MIBs & SOPs placement at internal portal.
* Appreciation from the management on compiling Industry wise comparative study of Upaisa services (online/branch less banking).
* Appreciation from the management for generating highest sales lead for MNP and U5 handset sales.

**EMPLOYMENT EXPERIENCE**

**Employment Experience with Other Companies**

**Yase Exchange L.L.C**

Work with Yase Exchange L.L.C As Account Officer from 10 June 2019 To Till date.

* Look after Cooperate clients accounts and Up To date them.
* Utilize database software to organize financial account information
* Handle account inquiries from internal and external sources
* Make regular contact with clients to make sure payment
* Ensure company financial accounts, such as credit cards, are paid on time
* Perform internal audits on financial activities as necessary
* Review both incoming and outgoing invoices
* Generate financial reports for review regulatory authorities

**Desi Deira Restaurant L.L.C Dubai UAE**

Work with Desi Deira Restaurant L.L.C as Supervisor from 8, October 2018 to 25 May 2020.

* Prepare journal entries, reconcile financial statements and accounts, and ensure data accuracy.
* Setting goals for performance and deadlines in ways that comply with company's plans and vision and Substantiate financial transactions by auditing documents.
* Organizing workflow and ensuring that employees understand their duties or delegated tasks.
* Verify, allocate, post and reconcile transactions.

**Muller & Phipps Logistics (Pvt) Ltd Pakistan**

* Worked with Muller & Phipps Logistics (Pvt) Ltd. (Fedex Int Freight Forwarding) Company Islamabad, Pakistan as Administrative Assistant **from 4, Oct, 2016 to 2, Oct, 2018.**
* Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
* Direct or coordinate comprehensive logistical or reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources.
* Monitor product import or export processes to make sure compliance with regulatory or legal requirements.
* plan or make improvements to internal or external logistics systems or processes.

**AA Exchange Company Pvt. Ltd Islamabad Pakistan**

AA Exchange Company Pvt. Ltd Islamabad Pakistan as Compliance Officer from1, July, 2015, to 1, August, 2016.

* Provides administrative support by implementing systems, rules, and policies; completing projects in support of compliance auditors.
* Helps others by answering questions and responding to requests.
* Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
* Updates job knowledge by participating in educational opportunities; reading professional publications.
* Enhances compliance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Ufone Etisalat Contribution: From 1st August 2009 – To 31May 2015**

* Customer Care Executive (Web Chat, Social Media &Backend Support Center), at Ufone (PTML) Islamabad (2014 till 2015)
* Customer Care Executive (Ufone Sales & Service Center), Islamabad (2013 till 2014)
* Customer Care Executive (Telemarketing Unit), (2012 till 2013)
* Customer Care Executive (Customer Operations Inbound), (2009 till 2011)

**Education And Credentials**

* Graduation (Accounting, computer (IT) B.com Punjab University (2009)
* Intermediate 2006 i.com(Accounting, Statistics, Business Communication and report writing) Rawalpindi intermediate board(2006)
* Metric 2004 Rawalpindi board

**Personal Information**

* Date of birth: 02 March. 1987
* Father’s Name Mashroof Khan
* Gender : Male
* Marital : Single
* Current Visa Status: Employment Visa
* Country : Pakistan