

# NOOR AZIZ AHMED



## Contact

[nu837140@gmail.com](mailto:nu837140@gmail.com)

## Number

0581570881

## Skills

- ❖ Cash handling
- ❖ Inventory Management Software
- ❖ Complaint handling
- ❖ Problem solver
- ❖ Order processing
- ❖ Fleet management
- ❖ Communication proficiency

## Education

Indian Board  
Dubai  
Higher Secondary School  
Exam: Commerce Group  
01/2017

Karachi Board  
Karachi  
Secondary School Exam:  
Science Group  
01/2014

Musheref Institute

## Summary

Experienced Customer Service Representative with a demonstrated history in cash handling, inventory management software, and complaint handling. Proven track record in fleet management and order processing, with strong communication proficiency. Adept at problem-solving and maintaining accurate records, contributing to operational efficiency. Career goal includes leveraging extensive experience to enhance customer satisfaction and streamline operations in a dynamic environment.

## Experience

### Customer Service Representative

**Zaks Uniform | Dubai, UAE | Aug 2023 - Nov 2024**

- ❖ Assisted customers with their questions.
- ❖ Executed accurate register operations daily.
- ❖ Logged and updated stock quantities regularly.

### Admin & Fleet Assistance

**Road Rider Delivery Service | Dubai | Jan 2019 - Dec 2021**

- ❖ Prepared all rider day to day report
- ❖ Prepared monthly report for traffic fine of all riders
- ❖ Prepared all rider monthly telephone bill report
- ❖ Hand over and takeover passport of all riders
- ❖ Contact with transport co for vehicles Service, Maintenance & replacement etc.
- ❖ All rider's daily data entry in computer
- ❖ Check daily emails and replay it
- ❖ Answer the riders query about his/her Traffic fine and Telephone bill deductions
- ❖ Contact all riders to solve his/her problems

UAE

Computer Course: MS

Office, Power Point, Word,  
Excel

Having good knowledge  
of Internet, E Mail, Web  
Surfing etc.etc

Musheref Institute

Ajman

English spoken Course

Domino Institute

Karachi

English language course

Vocational Training  
center

Karachi

English language Course  
with IELTS

Vocational Training

Center

Karachi

Short Web Designing  
Course

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## **Personal Information**

- ❖ Father's Name: Aziz  
Ahmed
- ❖ Date of birth: 01/11/96
- ❖ Marital status: Single
- ❖ Visa: Residence visa

## **Cashier / Merchandiser**

**Twafir Hyper MKT | Ajman | Jan 2017 - Dec 2018**

- ❖ Worked as a cashier / receiving delivery, prepared vendors files, invoices, receipts etc.

## **Cashier**

**China Discount MKT | Ajman, UAE | Jan 2015 - Dec 2016**

- ❖ Worked as a counter cashier / Sale girl, daily cash contra with sale register

## **Receptions / Cashier**

**Kirin Ladies' Beauty Saloon | Karachi, Pakistan | Jan 2009 - Dec 2013**

- ❖ Book appointment of saloon clients, answer the clients for her queries
- ❖ Contact to the vendor and place order for saloon items, received & check the quantity, quality of item by the vendor
- ❖ Collect cash & issue receipt to the customer
- ❖ Deposit cash into the bank, prepared staff Salary, Issue the Cheque for salary, vendors & Utility bills

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## **Languages**

English:

Hindi:

Arabic beginner level:

Urdu:

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## **Custom Section**

- ❖ MS Office, Power Point, Word, Excel, Musheref Institute, UAE
- ❖ Internet, E Mail, Web Surfing