

## OSMAN BIN AHMED BARABBA

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Mansura,Doha,Qatar



### Objective

Seek a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible to implement them for the betterment of the industry.



### Experience

#### AL MEERA CONSUMER GOODS CO. (QATAR)

20-09-2022 - CURRENT

##### ORDER POOL CLERK (LPO)

- performing order entry, verifying information, and clarifying orders.
- Entering data into a system.
- Communicating with customers and other department.
- Maintaining accurate records.

#### WESTERN UNION MONEY TRANSFER

01-07-2017 - 31-05-2022

##### REMITTANCE OFFICER

- Oversees and maintains the organization foreign currency market position.
- Executes foreign currency transactions for customers.
- Establishes local exchange rates for retail. customers based on market fluctuations; communication rates to and directs other staff accordingly.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Follow compliance procedure, company policies and abides by all health and safety guidelines as per company standard.



### Education

#### Osmania university

B.COM

70%

#### Board of intermediate education

INTERMEDIATE

51%

#### Board of secondary education

SSC

55%



### Skills

- EFFECTIVE COMMUNICATION
- PROFICIENCY IN MICROSOFT OFFICE
- EXCELLENT CUSTOMER SERVICE
- PRODUCT KNOWLEDGE
- MARKET KNOWLEDGE
- TIME MANAGEMENT
- ANALYZING INFORMATION



### Languages

- ENGLISH
- HINDI
- URDU
- TELUGU



### Strength

- •Ability to work accurately and pay attention to details.
- •Good communication and interpersonal skills.
- •Ability to work individually and co-operative team member.
- •Able to learn new skills quickly



### Passport Details

PASSPORT NO : V3186498  
PASSPORT EXPIRY : 2031  
PLACE OF ISSUE : HYDERABAD



### Declaration

I hereby declare that the above information is true to the best of my knowledge.

(OSMAN BIN AHMED BARABBA)