



AKBAR KHAN

Visa status: Spouse Visa

+971568722935

Akbarofc99@gmail.com

Skills

MS Word, MS Office, and MS excel.

Cash handling expertise.

Customer handling expert.

Familiar more the thousand items, and Customer service

Education

BS Economics (Honors)

language

Can speak, write, and read fluently.

English Urdu

Nationality

Pakistani

Software knowledge

Open bravo, POS T24, tally.

date of birth

1992

Professional summary

Seeking a challenging appointment that utilizes my academic knowledge.
and experience of years to further gain relevant experiences and develop,
my interpersonal skills that enhance a successful professional career.

Work experience

Home Delivery Assistant

Organic Supermarket and café Dubai UAE Sep 2022 to oct 2023

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Receiving of online orders through different apps includes home **delivery app, insta app, now now app, al grocery and on phone.**
- Picking up items, properly packing and handover to driver, to ensures that products are delivered on time and in the proper condition.
- Accurately weighing item and picking up items charge accurate price.
- Redeem stamp and coupon.
- Receiving cash from drivers and store pickup customer.
- Keeping daily sale records, send daily, weekly, and monthly reports to accounts section.
- Handle customer complaints.
- Answering customer call and replying to mails and WhatsApp.
- Cooperate with Manager and staff to motivate peak performances.

Paker Home Delivery

Daimond Supermarket Pakistan from 2020 to 2022

- Receiving order through online aap, phone call, WhatsApp and through food panda
- Picking up items charge accurate price.
- Prepare and pack products for delivery to the concerned individual, ensuring the packing is clean, tidy, properly labeled & sealed with safety.
- Checking the product to ensure that it is in proper working condition and is not damaged.
- Accurately weighing item, properly parking and handover to driver and ensure the delivery.
- Handling cash from drivers and customers.

Head Teller

Allied Bank Ltd Pakistan from 2018 to 2020

- Pass transection accurately and most efficiently in limited time.
- Provided customers with elevated level of service, privacy and confidentiality, and friendly, welcoming attitude.
- Opening of cash safe on time and keeping record on daily base.
- Performing all kind of counter services incudes cash payment, receiving cash, cheques payment and transfer to account, deposit receipts.
- Payment of remittances and keep customer records.
- Keeping accurate records for all daily cash transactions.
- Operating ATM machine on daily bases.

DECLEARATION

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