



# Abdullah Saleem

## Profile

Email:  
a4abdullahsaleem@gmail.com  
+974-70477556  
Doha, Qatar

Organized and efficient administrative professional with a strong background in Office management , Sales, Administration and Customer service. Seeking a position where I can utilize my multitasking abilities and communication skills to contribute to a productive and positive work environment

**Date/ Place of birth**  
29-04-1998 / Pakistan

## Employment History

### Customer Service Officer at Bank Al Habib, Gujranwala Pakistan

01/2022-11/2024

- Ensuring excellent customer service to the clients regarding banking products and financial needs.
- Handle customers' financial transactions, including cashing cheques, completing money transfers and opening and closing accounts
- Oversee and process cash receipts and disbursements, ensuring accuracy and compliance with company policies.
- Perform monthly bank reconciliations to ensure that cash balances are

accurate and discrepancies are addressed.

### Customer Service Agent at Muhammadi Currency Exchange, Gujranwala Pakistan

01/2021-12/2021

- Keeping track of currency exchange rates and market trends.
- Providing up-to-date information to clients and internal stakeholders.
- Facilitating currency transactions based on prevailing exchange rates.
- Ensuring transactions are executed accurately and efficiently.

### Administration Support Officer at Soft Solutions Gujranwala Pakistan

03/2019-04/2020

- Assist in the preparation of reports, presentations, and other materials as needed.
- Answer and direct phone calls, respond to emails, and handle incoming and outgoing mail.
- Provide administrative support to the team, including managing calendars, scheduling meetings, and arranging travel logistics.

## Skills

Microsoft Office Suite ..... 3/5  
• □ Great Customer Service ..... 5/5

• □ Excellent Communication..... 5/5

## Languages

English.....Very good command

Punjabi.....Native speaker

Urdu.....Native speaker

## References

References available upon request

## Education

**BA, Sargodha University, Gujranwala**

07/2019

Graduated in Bachelors of Arts from Sargodha University Gujranwala Campus

**Intermediate , Elite Group of Colleges, Gujranwala**

10/2016

Passed Intermediate exam from Elite College Gujranwala

**Matriculation , B.I.S.E**

**Gujranwala**

08/2014

Passed Matriculation exam from B.I.S.E Gujranwala