



# 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

### Supervisor at Al Hamasa Trading and Contracting Company Doha, Qatar

17/Dec-2024 to till date

- Making sure employees that report to you meet performance expectations.
- Giving instructions or orders to subordinate employees.
- Ensuring that the work environment is safe, secure and healthy.
- Ensure great customer service at all levels.

### 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