**CURRICULUM VITAE**

**VASIQUR**

Mail ID : vasiqur-397882@gulfjobseeker.com

**CAREER OBJECTIVE**

Work with complete sincerity and to the best of my ability in a way that would benefit the organisation as well as my self improvement.

**PROFESSIONAL EXPERIENCE**

**Designation:CUSTOMER SUPPORT** in banking process (INDIAN OVERSEAS BANK) specialized in ATM card division & Retail loan department.**(OCT 2018 TO NOV 2019)**

**Roles & Responsibilities**:

* Serving as a point person for all current and new clients questions.
* Receiving and forwarding complaints from clients issue and error on ATM cards.
* Provide General Administrative and clerical support including mailing, scanning etc.
* Following leads with clients to process banking loans.
* Serving as a point of contact for Vendors/Administrators.
* Creating and distributing documents and dispatching various duties to Staff.
* Maintaining computer system by updating and entering data.

**EDUCATIONAL QUALIFCATION**

* B.COM (Bachelor of commerce) from Islamiah College (Affiliated to Thiruvalluvar University Vellore.

**COMPUTER SKILS**

* MS Office (MS Word, Excel, PowerPoint and Outlook)
* Internet (e-mail/ browsing/ Research)
* Good Typing Skill.

**ACHIEVEMENTS**

* Won third prize for power lifting in college level.
* Won second prize for weight lifting in college level.
* Won second prize for power lifting in college level.
* One Day National Workshop on Goods and Services Tax (GST) and its implications.

**PERSONAL DETAILS**

Personal Data:

Name : VASIQUR

Date of Birth : 22-04-1998

Marital Status : Single

Nationality : Indian

Passport : valid till 23-07-2028

Visit Visa : Expires 08-06-2020

Languages Known : Urdu, English, and Tamil.

**DECLARATION:**

I authorize the verification of the above information and any other necessary enquiries that may be required to determine my suitability for employment. If given the opportunity, I assure to use my skill & ability to achieve the given targets set by the management.

**Dubai, UAE VASIQUR**