



Sulaiman Qarfoul

📍 Dubai

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Professional Summary

Over 6 years of experience in events marketing sales team player and Volunteering. Skilled in developing customer service standards , with experience on office operations , administrative support . Highly organized and self motivated with excellent communication and interpersonal skills

Skills

- Front Office Management
- Social collaboration
- Targeting sales
- Customer service management
- Team building
- Thinker

Work History

05.2022 - Present

Front office operation

Alansari Exchange - Dubai

- Successfully managed front office operations, ensuring customer satisfaction and smooth daily operations.
- Providing excellent customer service
- Dealing with cash all type of currencies
- Closing deals
- Handling customer complaints regarding their issues
- Kept focused on critical components of operations to drive guest satisfaction.
- Enhanced guest experience by anticipating needs and preferences,resulting in fewer complaints.

07.2019 - 07.2020

Bank teller

Syria Gulf Bank - Syria

- Dealing with customers of the bank and related transfers, deposits,savings
- Receiving and balancing cash and checks
- Dealing with payments and manage the use of vaults and safe deposit boxes
- Monitoring cash shortages and excesses
- Ensuring compliance with internal policies
- promoting the banks products and service
- Provided excellent customer service in a high volume banking environment

Education

Bachelor of Business Administration, Business Management , Tishreen University - Syria

Sharjah private school - UAE

Languages

Arabic: Native

English:

C1

Advanced

Other Skills

- Caption of football team
- Highly energetic
- Fast learner
- E games player