SOHAIL SHEIKH
COUNTER STAFF OFFICER

To obtain a position in as reputed and dynamic organization, which will enhance my initiative, motivation & analytical skill and of make full use of my education as well as my skill and towork for an organization which would also help me to climb the ladder of success in a competitive world ahead.

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WORK EXPERIENCE

Counter Dealing Officer
MEGA MONEY EXCHANGE COMPANY, Karachi.
2016 - 2019,

- Executed customer transaction regarding cash, money orders and money exchange.
- Proficient in exchanging 30 different currencies.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment.
- Exceeded monthly sales goal.
- Recorded amounts received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Maintained friendly and professional customer's interactions.
- Trained new employees regarding money exchange procedures and cash drawer handling.
- Performed all duties as assigned by supervisor.

Cashier
IMTIAZ SUPER MARKET, Karachi.
- Dealing Welcome customers and guide them Bridging corporate clients and CEO

HANG YOUNG BULDING MATERIALS

- **Position** : Assistant Administration Officer
- **Duration** : 01 year
- **Location** : Dubai-UAE

EDUCATION

Bachelor of Business Administration
From Karachi University

SKILLS

Cash Handling   Customer Service   Remittance

Internet Browsing   Management

Communication & PR   Marketing   MS Office

Emailing   Office Automation

HIGHLIGHTS

- Results-oriented
- Effective communication
- Organizational capacity
- Operability andcommitment
  Ability to convince abeyance staff and maintain good relations
- Resistance to stress
- Good manners

LANGUAGE

English
Full Professional Proficiency

Urdu
Native or Bilingual Proficiency

Punjabi
Native or Bilingual Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Cards   Travelling   Music   Movies