



# SOHAIL RIZVI

Cashier

## My Contact

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📍 Baniyas, Abu Dhabi.

## Hard Skill

- LTV driving license (UAE)
- Cash Handling
- Accuracy
- Product knowledge
- Complaints Handling
- Basic Mathematical Skills
- Rate Negotiation Skills
- Team Player

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- University of the Punjab  
Bachelor of Arts  
Completed in 2010
- Bright Muslim College of Commerce  
*Intermediate in Commerce(I. COM)*  
Completed in 2006
- Govt. High School (BISE GRW)  
Matriculation with Science  
Completed in 2004

## About Me

Dedicated and detail-oriented Customer Service Representative with 02 years of experience. I bring a set of talents that I believe will be valuable in my role, I honed my abilities in Customer handling, Cashiering and product knowledge, providing a solid foundation for the position. My customer service strength, people-centric nature and eagerness to please have afforded me excellent communication skills.

## Professional Experience

Lulu International Exchange LLC | Cashier  
2021 – Present

Key responsibilities:

- Process Successful transaction for money exchange, remittance, Partner Services & Value added Products.
- Cash Handling & Cash tallying at branch opening & closing.
- Customer Complaints Handling
- Product Selling like National Bonds, Membership Cards etc.
- Follow anti money laundering laws in accordance with Central Bank while initiate all kyc & other transactions.
- Provide support in Ammendments & Cancellation of transactions.
- Indoor & out door marketing activities.
- Work as FC cashier as per branch necessity.
- Filing and Maintaining records properly for future needs.

Al Falah Security Services UAE | Security Officer  
2015 – 2021

Key responsibilities:

- Make Sure that my clients Property, Information and Staff is safe and secure.
- Observer Site activities and timely report to my client and police to avoid any damages to my client.

Proton Parts Centre Malaysia | Clerk in Market Quality  
2013 – 2015

Key responsibilities:

- Receive Customer claims and initiate process.
- Parts investigation & Prepare reports.
- Prepare rejection letters for rejected parts.
- Filing, tagging and maintaining all records for future needs.
- Communicate with Customer regarding their concerns.

## Achievements

2021-2022 Best Performer and consistent target achiever in all Parameters appreciated by Area Manager.

2022-2023 Best Product Seller