

Muhammad Jamil Khan

CASHIER/TELLER/REMITTANCE CLERK

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📅 19/09/1994 🏠 RW4136691 🇵🇰 Pakistani 🚗 2876477

in Muhammad Jamil Khan



Profile

To become a technically sophisticated and business savvy management professional with a Pioneering career focus on the latest banking technologies and involve myself in administration for a highly motivated company.

Computer Skills

PROFICIENT TO OPERATE WINDOWS.

MICROSOFT OFFICE.

TALLY ERP, QUICK BOOKS & PEACH TREE ACCOUNTING SOFTWARES.

Professional Experience

10/2022 – present
DUBai,
United Arab Emirates

CASHIER/TELLER/REMITTANCE CLERK, AL Dhahery Money Exchange
Purchase of foreign currency and conversion in Dirham or any other currency at the prevailing exchange rate. To adhere to the ICXS & DSES standards of Customer service. Adhere to AML/CFT policy under the Central bank Guidelines. Adhere to signed company rules and policy/procedure. Sale of foreign currency against Dirham or any other currency at the prevailing rate. Ensure the genuineness of currency notes being exchanged. Fake notes are to be reported immediately to the manager, who will take the necessary steps to report to Central Bank/Local Police. Accept cash from remittance customers as per the payment voucher. Verify the voucher in the system and generate a cash receipt voucher. Hand over voucher to the customer. Make payments for a cash payout. Tallying of cash as per system and deposit with treasury before end of duty, Write a report in Logbook about tally, excess, short, and system problems, if any.

01/2021 – 07/2022
Lahore, Pakistan

Supervisor, Global Tek Net
Plan and implement call center strategy. Determine targets for call center. Hire and onboard new call center employees. Answer staff questions, provide guidance and feedback to team members. Serve customers by helping them select products. Respond to customers questions. Ensure customer satisfaction and provide professional customer support.

07/2018 – 07/2020 Manama, Bahrain	CASHIER/TELLER/REMITTANCE CLERK, UAE Exchange WLL Bahrain Serve customers by helping them select products. Drive sales through engagement of customers, suggestive selling, and sharing product knowledge. Greet and receive customers in a welcoming manner. Direct customers by escorting them to counters. Performing duties as main Foreign Currency Cashier. Maintain a team of junior customer service representatives. Perform duties as an Acting Supervisor and Branch Compliance Officer.
Askar, Bahrain	Personal assistant, Caspian Construction Bahrain Schedule meetings and manage calendars. Answer phone calls and emails and take messages. Take accurate and comprehensive notes at meetings. Help with daily time management. Run errands as requested. Plan travel, including flights, accommodation and ground transportation
Lahore, Pakistan	Junior Accountant, Zishi Motors posting journal entries. preparing financial statements and maintaining accounts, receivables, or payables

Awards

Special Appreciation, UAE Exchange

Education

01/2020 – present Khairpur, Pakistan	Master Of Economics, Shah Abdul Latif University, Khairpur
04/2014 – 09/2016 Lahore, Pakistan	Bachelor Of Commerce, University Of The Punjab
04/2012 – 04/2014 Larkana, Pakistan	F.Sc (Pre Engineering), B.I.S.E Larkana
10/2011 Lahore, Pakistan	Matric (Science), B.I.S.E Lahore

Key Skills

- o Understanding of policy, planning, and strategy.
- o Ability to develop, implement and review policies and procedures.
- o Ability to prepare and oversee budgeting, reporting, planning, and auditing.
- o Understanding of necessary legal and regulatory documents.
- o Ability to address problems and opportunities for the company.
- o Ability to build alliances and partnerships with other organizations.

Languages

English	● ● ● ● ●	Urdu	● ● ● ● ●
Pashto	● ● ● ● ●	Hindi	● ● ● ● ●
Punjabi	● ● ● ● ●		

Interests

Horse riding, Travelling and Music.

Expectation

To be the part of a good organization, I can put my abilities and knowledge to put in my full potential for the good will and prospect of the organization and myself. With these views, I am ready to work for the success of the organization.