



Attiq UR Rehman

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Cashier

Key Skills

Accepting Payments

Attention to Detail

Cash Management

Exchanging Purchases

Monetary Transactions

Creating Receipts

Bookkeeping Software

Positive Attitude

Teamwork

Customer Service



Profile Summary

Enthusiastic and **professional cashier** with 8-year experience in cash handling and providing exceptional customer service. Extensive bookkeeping knowledge and ability to multitask. Proven communication skills and ethics.

Core competencies

- Developing, implementing and maintaining a business plan for the branch.
- Can analyze everything and to solve problems. Also, possesses ability to take timely decisions.
- Excellent verbal and written skills of communication.
- Honest, trust worthy and sincere with the assigned work.
- Great knowledge of using computer system.
- Always intended to reach the targets metric.
- Cash management (payment and Receipts).
- Build and develop better relations with new and existing customers and companies.

Soft Skills



Communicator



Collaborator



Thinker



Innovator



Intuitive



Career Timeline(Recent 2 Associations)

Saad Exchange, Al Aain Branch as Customer service & Cashier

Since May 2017

Uniliver Private Limited As DSR and Cashier, in Sialkot Pakistan.

Nov2014 –Jan 2017



Education

- **B.Com** From University of Punjab, Pakistan (2009-2012)
- **I.C.S.** From Board of Intermediate and secondary Education Gujranwala, (2007-2009)
- **Matric In Science.** From Board of Intermediate and secondary Education Gujranwala, (2005-2007)



Work Experience

❖ Customer Service Executive / Cashier May 2017 to till now

- Cash handling, customer service, balance drawer and managing petty cash.
- Purchasing and selling of foreign currencies.
- Sending money to various bank accounts through Wire Transfer in different countries.
- Receiving and Sending money through instant money service like Instant Cash, Western Union, Xpress Money, Al Mona, Transfast and Uremit.
- Attend all the complaints and inquiries from the customer regarding their Bank transfer, fast remit and non credit of transferable fund.
- Handling Wages Protection System (WPS), WPS account opening, & WPS salary disbursement etc.

Uniliver Private Limited, As DSR & Cashier (Sialkot Pakistan)

❖ DSR & Cashier November 2014 to January 2017

- Presenting the products and services to the customers.
- Identifying the potential customers via cold calling.
- Working in collaboration with the team members.
- Meeting the monthly sales goals and expectations.
- Taking feedback from the customers and working upon them.
- Understanding the current market potentials.

IT Skills

- Live ex
- Symex
- Microsoft Office and all Internet Operations

Personal Details



Date of Birth: 23rd July 1992

Languages Known: English, Arabic, Urdu and Punjabi

Nationality: Pakistan

Passport No: GT9151602

UAE Driving license : Yes

Address: Al Ain, UAE



I do hereby declare that the above mentioned information is true to my knowledge and belief.