

MOHSIN SABIR

CASHIER

CONTACT

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EDUCATION

BACHELORS • JULY 21

University of Lahore, Lahore,
Pakistan

F.SC INTERMEDIATE • MAY 17

Punjab Group of Colleges, Lahore,
Pakistan

KEY SKILLS

Data entry
MS Office
Team working skills
Communication skills
Attention to detail

INTERESTS

Technology
Cricket
Travel

PROFILE

Energetic, and detail-oriented cashier with two years of experience in a school's finance department. Want to enhance my communication, interpersonal and organizational skills in a multicultural organization that can utilize my qualifications skills, and potential.

EXPERIENCE

THE PUNJAB SCHOOL • AUGUST 2021 - JUNE 2023

Cashier

- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Track transactions on balance sheets and report any discrepancies
- Reporting to the school accountant to ensure accurate accounting of the school's financial transactions.
- All financial aspects of the school, as directed by the school accountant.
- Resolve customer complaints regarding their fee structure, guide them and provide relevant information
- Issuing fee challans, making instalments for the specific students after verifying with the records.
- Issuing scholarship fee challans after verifying with the records.
- Maintaining physical records of fee challans in files.