

# DILDAR MOHSIN



## EXPERIENCE

### SEP 2022– AUGUST 2023

#### CASHIER /Front Line Associate • DIRHAM EXCHANGE • DEIRA DUBAI

- Greet incoming customers with decent gestures.
- Dealing in sale and purchase foreign currencies.
- Remittance from Instant cash, Western Union, Trans fast & express money.
- Proficient in using computers and other office equipment.
- Recorded amounts received and prepared reports of transactions
- Maintained friendly and professional customer
- Proficient in exchanging 30 different currencies
- Completed opening and closing procedures each day.
- Send and receive money through Instant cash and Transfers to all over the countries.
- Executing remittance operations in local and foreign currencies.
- Manage all currency vouchers and payment vouchers.
- Supply management with reports on customer needs, problems, interests, competitive activities and potential for new products and services
- Understanding that it is the perception in the employee's mind that really matter.
- Executed customer transactions regarding cash, money orders and money exchange.

### March 2021– MARCH 2022

#### SALES REPRESENTATIVE • TARIQ GLASS INDUSTRIES

- Selling products or services to customers, and representing the brand
- Identify prospective customers, lead generation and conversion.
- Be knowledgeable about the product.
- Emphasize the features of products to highlight how they solve customer problems.
- Answer questions about the products.
- serves customers by selling products and meeting customer needs
- provides ongoing support and communication with key customers throughout the geographic region.
- Reaching out to potential leads through a variety of channels, such as email, phone, text, and social media.

## OBJECTIVE

*Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.*



### ADDRESS

AL MUTEENA DEIRA  
DUBAI



### PHONE

971568282163



### EMAIL

dildarmohsin5@gmail.com

**FEB 217– SEP2020**

**CASHIER • AL MADINA RAXINE**

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Collect payments whether in cash or credit.
- Manage transactions with customers using cash Keep reports of transactions.
- Keep reports of transactions.
- Daily monitor sales transactions
- Understanding that it is the perception in the employee's mind that really matter.
- Maintained friendly and professional customer interactions

**TECHNICAL KNOWLEDGE**

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**General Software: SYMEX, LIVE X, Word, Excel, Power Point, Internet**

**Trainings and workshops**

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- Customer care and cash handling.
- Basic Anti money Laundering and Countering the Financing of Terrorism.
- Fraud Prevention and Counterfeit Detection.
- AML/CFT Typologies in Exchange Houses & Suspicious Transaction Indicators.

**SKILL AND RESPONSIBILITIES**

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- Good communication skills.
- Cash handling expertise
- Goal oriented
- Excellent time management skills
- Strong belief in team work and committed workmanship.
- Sincere and hard worker.
- Written and verbal skills.
- Ability to handle extreme situation.

**EDUCATION**

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**Bachelor of Business Administration (BBA Hons)**

**University of Education "Lahore"**

**PERSONAL INFORMATION**

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**FATHER NAME: SALEEM AKHTAR BHATTI**

**DATE OF BIRTH: 01/05/1998**

**NATIONALITY: PAKISTANI**

**VISA STATUS: EMPLOYMENT VISA**

**hereby declare that the information's stated above are true to the best of my knowledge.**

**DILDAR MOHSIN**