



SAIRA SADDIQUI

Cashier

An accomplished and dedicate cashier with a proven track record, Iam now seeking a dynamic role in a progressive organization to utilize my expertise incash accounting and cash management. I am committed to creating a thriving work environment and delivering exceptional results.

WORK EXPERIENCES

Cashier

Lahore Dolphin Show

01/2020 - 12/2022

- Perform various financial activities, such as preparing draft reports, preparing day end, month end and year ending reports, cash handling.
- Compile daily bills and vouchers, cash receipts at the end of day or shift.
- Redeem stamps and coupons.
- Retain customers by providing them best service related selling and buying products.
- Keeping Safe confidential information related money and cash amount.
- Resolving issues related money by discussing money and cash matter with management and by applying decision making procedures.
- Public dealing with different kind of nations and people.
- Cash handling by applying money and cash management procedures.

Contact: Managing Director- 0923174916877

Lahore, Pakistan

General Banking officer/ Cashier

Muslim Commercial Bank

04/2017 - 01/2018

Branch no. 1281 (Internship base tasks)

- Generating Bank Accounts to clients of bank, cash base operation, process the different application of client to bank, dealing with clients complaints, achieving assigned targets.
- Dealing with cash handling, cash deposit and cash withdrawals.
- Retain clients, interested in money trading or money exchange.
- Processing cash, debit, credit and check transactions using a cash register.
- Provide information to interested customer on the conditions and exchange rates for buying and selling foreign currencies, make deposits of money, record all foreign exchange transactions and check for money validity.

Contact: Bank Main branch - 92 21 111 000 622

Lahore, Pakistan

Cashier

Farabi College of Commerce

01/2013 - 09/2015

- Collection of fee and funds in form of cash money from students and issue them fee slips.
- Processing and receiving payments in retail-based establishments.
- Accurately process, record and deposit all cash receipts.
- Process and record all student and non-student account receivable payments.
- Disburse cash payments such as cash reimbursements, cash advances, student emergency loans, and miscellaneous cash disbursements.

Contact: College dean- +923099463741

Lahore, Pakistan.



ssaira786786@gmail.com



+971567360951



Abu Dhabi, UAE



[www.linkedin.com/in/saira-](http://www.linkedin.com/in/saira-saddiqui-33550917b)

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SKILLS

Shift End Reporting

Preparation of Financial Statements

Advance Excel

Cash handling

Currency trading / Money Exchange

Team Work

LANGUAGES

Urdu

Full Professional Proficiency

English

Native or Bilingual

INTERESTS

Studying Egypt
History

Painting

Exploring
Knowledge

PERSONAL INFORMATION

Certificate in Professional Values, Ethics and Attitudes Course

The Institute of Chartered
Accountants of Pakistan (ICAP)

2023, Lahore

Certificate of Completion Training

The Institute of Chartered
Accountants of Pakistan (ICAP)
Under registered with Kaleem &
Company Chartered Accountant)

2023, Lahore

□ Academic Qualification:

Master's in Commerce (accounting and finance)

University of the Sargodha

2016, Lahore

Bachelors in Commerce (Accounting and finance)

University of Punjab

2014, Lahore

Intermediate in Commerce

Brook Field collage of
commerce

2012, Lahore

Matriculation

Hashmi High School

2010, Lahore

PERSONAL INFORMATION

Father's Name: Gulam Rasul
Saddiqui

Date of Birth: October 27, 1994

Nationality: Pakistan

Visa Status: Visit