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# PREETI

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🌐 Indian



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## PROFESSIONAL SUMMARY

Dedicated Cashier with years of experience. Accurately takes payments, navigates systems and calculates change. Detailed and speedy to efficiently balance tills. Committed and hardworking. patience processing transactions and assisting customers. Dedicated to resolving issues, answering customer questions and ringing up customers. Creative problem-solver versed in customer service.

## WORK HISTORY

### September 2021 - Current

#### CASHIER / FRONT LINE ASSOCIATE LULU INTERNATIONAL EXCHANGE LLC-DUBAI

- Meet and greet customers at counter/ Lobby area, and thanks them for their business.
- Actively convert Walk-in customer to Intro-Card holders.
- Provide services to retail and commercial customers as per ISO standards.
- Educated customers on promotions, offers and special events to enhance product sales.
- Handle foreign Currency, Remittances, WPS, Utility Payments, Bill Payments, and other customer transactions as required by the branch.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Ensure assigned work activities are carried out as per company policies and procedure.
- Ensure cash handling is done as per company policy, and cash balances at assigned "Till" is accurately tailed and appropriately handled as instructed by the branch management.
- Report any anomalies such as under/ over to concerned superior immediately.
- Exercise due diligence in process related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC initiative.
- Ensure documentation and transactions process in compliance with both the internal and regulatory requirements.
- Performs administrative task such as filing, generating reports.
- Provide support and information to customer, over the counter and by phone. Open /
- close branches as required and ensuring all tasks and checks are completed.

### July 2018 to 20th March 2021

#### ASSISTANT ACCOUNTANT

#### DELHI PUNJAB GOODS CARRIER PVT LTD. INDIA

- Prepare Various Daily or Weekly Reports Such as Deposit Summaries Pettycash Fund Audits Etc..
- The ability to produce accurate financial reports and Cash Handling
- Maintain Books Received. Payment & Journal entries.
- Sale & Purchase bill Entered in books.
- Monthly Auditing books and submit report.
- Updating accounts receivable and issue invoices
- Cash Handling & Cash book Maintain.
- Bank Reconciliation. With Branches Reconciliation (journal entries and cash&Book)
- Posting and processing journal entries to ensure all business transactions are recorded
- Reconcile account statement of the supplier with the clients books.
- Knowledge and hands on experience of using Accounting software like VISUAL CATPRO

**1 Jan 2015 To 20 Oct 2015**

**ACCOUNT EXECUTIVE & HR EXECUTIVE**

**JOBABET STAFFING SOLUTION**

- Prepare Bank Reconciliation Statement..
- Maintain Documents of clients
- Recruited sales person in insurance companies and provide information regarding insurance company joining process.
- Other work related to office all maintain.

## **SKILLS**

- Loss prevention
  - Complaint handling
  - Money management
  - Coin counting
  - Daily transaction summarizing
  - Cash counting machine operations
  - Customer relations
  - Safe balancing
  - Payment processing
- Cash counting
  - Cash handling policies
  - Cash handling
  - Customer direction
  - Service knowledge
  - Physical strength
  - Customer greeting
  - Account management

## **EDUCATION**

January 2018

**Bachelor Of Commerce**

**Specialization** (Commerce and banking)

Guru Nanak Dev University – India.

## **Languages**

**Punjabi & Hindi** : Native language

**English:** C1  
Advanced

**Punjabi:** C1  
Advanced

**Hindi:** C1  
Advanced