



NAVEED ASGHAR

CASH SUPERVISOR

Contact

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Skills

TEAMWORK

RESOLVING CUSTOMERS
COMPLAINT

PROBLEM SOLVING

Holding Pressure.

Cash Balancing.

Cash Management.

Time Management.

Excellent Customer Service.

Processing payments

Detail-oriented, efficient and organized professional with extensive experience in accounting systems. • Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. • Excellent written and verbal communication skills. • Highly trustworthy, discreet and ethical. • Resourceful in the completion of projects, effective at multi-tasking. • Handling cash, Electronic banking systems, Accounting software Bank reconciliation, selling products ,Debit and Credit related to Remittance, corporate sectors and companies skills and knowledge. • Cash receiving ,sending money to all over the world through WU ,EXPRESS MONEY,RIA,IME,TRANSFAST,BANK ACCOUNTS AND CASH PIC UP skills and knowledge. • AML Anti money laundering .FERG ,COMPLIANCE CASH AND ME TRAINING CERTIFATES AVALIABLE • NIBAF National institute of banking and finance certificates and also banking and cooperate financial training certificates available. • Banking operations ,customer services , public and private sectors public dealing credit cards , others banking products selling experience. • High levels of skill concentration, accurate keyboard skills, sound judgments. • Honesty, integrity, professional appearance, strong numerical skills.

Work History

2022-01 -

Current

Cash Officer

Royal Group Of Companies, DUBAI

- Collaborated with corporate finance team members to support quarterly external reporting.
- Oversaw liquidity and cash management operations.
- Identified gaps in market to spot opportunities to create value propositions.
- Produced monthly departmental headcount reports and analysis to compare actual budget and prior year results.
- Analyzed business processes to identify cost savings and operational efficiencies.
- Complied with established internal controls and policies.
- Performed banking, business administration and financial tasks to guarantee five-star service for clients.
- Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company

Bookkeeping

Financial planning

Pricing and costing

Languages

ENGLISH ,ARABC ,URDU
,PUNJABI

2016-10 -
2021-12

operations

- Prepared and filed tax returns and generated monthly reports in compliance with regulatory and organizational standards

FOREX CASHIER

LULU INTERNATIONAL EXCHNAGE LLC, DUBAI

- **Ensuring transactions are completed in an efficient manner with a high level of accuracy .**
- Open / close branches as required and ensuring all tasks and checks are completed.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Ensure transactions are completed in an efficient manner with a high level of accuracy
- Open / close branches as required and ensure all tasks and checks are completed
- Follow compliance procedures, company policies and abide by all health and safety guidelines as per company standards
- Perform administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provide support and information to customers, over the counter and by phone
- Maintain a cash float and follows balancing and reconciling procedures
- Prepare daily 'End of Day' sheet at the close of each business day

2014-10 -
2015-11

CASH AND CUSTOMER SERVICES

SPARK SECURITY SERVICES, ABUDHABI

This knowledge is sometimes, but not always, required for the role of foreign exchange cashier. However, mastering this knowledge allows you to have more opportunities for career development.

- **Statistics:** The study of statistical theory, methods and practices such as collection, organisation, analysis, interpretation and presentation of data. It deals with all aspects of data including the planning of data collection in terms of the design of surveys and experiments in order to forecast and plan work-related activities.
- **Financial markets:** The financial infrastructure

which permits trading securities offered by companies and individuals govern by regulatory financial frameworks.

- A Customer Service Representative **works with clients who have complaints, orders, or require information about products/services purchased from the organization** . They also provide solutions that fit those individualized situations and prioritize the customers' needs at each step of the process.
- Commercial law: The legal regulations that govern a specific commercial activity.
- Financial jurisdiction: Financial rules and procedures applicable to a certain location, whose regulatory bodies decide on its jurisdiction

2011-02 -
2013-12

Cash Officer

UNITED BANK LIMITED , ISLAMABAD

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts.
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Cash handling and mathematics.
- Customer service.
- Computer knowledge.
- Organization.
- Problem-solving.
- Written and verbal communication.
- Processing transactions.
- Attention to detail

2009-02 -
2010-11

SAVING OFFICER

KASH MICRO FINANCE BANK LTD, ISLAMABAD

- A Bank Teller is a front-line banking professional

who interacts with customers, verifying their identification, processing deposits and withdrawals, and facilitating various financial transactions. Serve as the initial point of contact for customers entering the bank.

- Dealing with customers and sort out issues .
- Helping inside branch staff operations matters.
- cash dealing with others bank and currency sorting new and defective notes.
- Helping staff in different matters related to branch operations and customers.

Education

2008-01 -
20092

Master of Science: International Relations And Affairs

UNIVERSITY OF PUNJAB LAHORE - GIOVERMENT COLLEGE ATTOCK

2006-01 -
20072

Bachelor of Science: International Policy Analysis

UNIVERSITY OF PUNJAB LAHORE - GOVERMENT COLLEGE ATTOCK

2003-01 -
20042

High School Diploma

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION RWP - GOVERNMENT COLLEGE ATTOCK

Certifications

2017-08

AML CFT ,CASH & ME ,BRANCH OPERATIONS ,CUSTOMERS SERVICES

SWIMMING AND DRIVING

I LIKE SWIMMING AND LONG DRIVE WITH FRIENDS AND FAMILY