



Muhammad Junaid

Teller / FC Cashier

Experienced finance expert with a Bachelor of Commerce degree and more than 9 years of work experience in Teller and FC Cashier positions at reputable financial institutions, including a notable stay at Lulu International Exchange. Demonstrated proficiency in precise financial transactions, outstanding customer service, and a rigorous approach to managing accounts. Enthusiastic about utilising my proficient analytical and organisational abilities to make valuable contributions to a dynamic team.

Contact

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Email

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Address

Tourist Club Area, Abu Dhabi,
UAE

Education

2010 Attested
B.Com (Bachelor Of Commerce)
University Of Punjab, Lahore, Pakistan.

2008 Attested
D.Com (Diploma In Commerce)
Punjab Board Of Technical Education
Lahore, Pakistan.

Expertise

- Customer Service
- Cash Handling
- Communication
- Sales and Upselling
- Product Knowledge
- Problem Solving

Language

English

Urdu

Hindi

Arabic

Experience

2021 - 2023

Pak Apparel | Atari Industrial Area, Lahore, Pakistan

Customer Relationship Representative

- Became proficient in understanding the features, materials, and styles of denim jeans, denim jackets, and other apparel offered by Pak Apparel.
- Successfully communicated product details to customers, highlighting key selling points.
- Developed strong interpersonal skills to engage with customers effectively.
- Actively listened to customer needs and preferences, providing personalized recommendations.
- Consistently met and exceeded monthly sales targets, contributing to the overall revenue growth of the factory.

2016- 2021

LuLu International Exchange | Abu Dhabi, UAE

Teller / FC Cashier

- Executed currency exchange transactions for customers, staying informed about exchange rates and market trends.
- Implemented effective sales strategies to upsell and cross-sell products, increasing average transaction values.
- Maintain meticulous records of financial transactions, ensuring accuracy and compliance with regulatory standards.
- Collaborated with the accounting team to support month-end and year-end financial closing processes.

2010 - 2012

Pakistan Logistics Cell | Lahore, Pakistan

Jr. Accountant

- support payroll processing, including the calculation of salaries, taxes, and deductions.
- Prepare and post journal entries to ensure accurate financial records
- Processed invoices and vouchers efficiently, ensuring proper documentation of financial transactions.
- demonstrated proficiency in using Tall Software for data entry, reporting, and basic financial analysis.

Reference

Mohamed Salah

HR Assistant, LuLu Exchange

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Muhammad Asad

Proprietor, Pak Apparel

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