

Muhammad Asif

+92-307-7269380

Muhammadasif69380@gmail.com

Cashier & Foreign Currency Dealer

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.



Experience

NBP Exchange Company Ltd Daska

18th Feb 2022 – Continue

Branch Manager

Anwar Khawaja Composite

1st May, 2021 - 2nd Feb, 2022

Cashier

Dollar East Exchange PVT Ltd Daska

9th Feb, 2018 - 30th April 2021

Processing Officer

Duties & Responsibilities

- Cash Handling
- Foreign Currency Exchange Dealing
- Making Foreign Currency Parcels
- Inward Remittances
- Outward Remittances
- E-mail Handling
- Compliance Handling
- Record Maintenance
- Petty Cash Handling
- Maintain Journal / Ledgers

Languages

- Urdu
- English
- Punjabi

Personal Detail

- Date of Birth: 27th Sep, 1994
- Marital Status: Married
- CNIC#34601-1765385-9
- Nationality: Pakistani
- Religion: Islam
- Gender: Male
- Address: Ghali Rana Akhtar
Wali mohalla Muhammad
Poora Daska District Sialkot

Highlights

- Proficient in Computer operations
- Accounts, records keeping at its best level
- Typing speed 45 WPM
- Microsoft Office

Education

- **Elite Group of Colleges Daska**
Bachelors in Commerce
- **Govt. Degree College Daska**
Intermediate in Commerce
- **Govt. High School Daska**
Matriculation (Arts)