



Muhammad Jamil

CASHIER

PROFILE

I am willing to give total support to the organization that I am in, with the Capabilities and the need for hard work that I have, to achieve the organization's goals, and to create mutual benefits.

CONTACT

PHONE:
+971 52 4756842

Whats app:
+971 52 4756842

EMAIL:
jamilmuhammad4501@gmail.com

TECHNICAL SKILLS

Cash management
Customer dealing
Account Management

LANGUAGES

English (Full)
Arabic (BASIC)
Urdu/Hindi (National)

NATIONALITY: Pakistan

About Me

I am a Bachelor Degree holder in Commerce from Pakistan. I have been working in the banking field since 2015. I am having experience in banking field, worked with different organization including United Bank Limited and Departmental store.

EDUCATION

Bachelor of Commerce (Punjab University Lahore Pakistan 2014)
Diploma of Commerce (Govt College of Commerce Murree 2011)

SKILLS

Skilled at receiving and processing transactions.
Strong mathematical skills.
Attention to detail.
Knowledge of proper cash handling procedures.
Ledger balancing.
Balance allocation.
Cash drawer maintenance.
Loan processing.

PROFESSIONAL EXPERIENCE

TEHZEEB BAKERS ISLAMABAD

DURATION: JAN 2015-JAN 2016

POSITION: Cashier

COMPANY/ORGANIZATION: TAHZEEB BAKERS ISLAMABAD

JOB ROLE:

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment
- Work as a team to meet store sales goals
- Handle customer complains
- Process layaways, returns and exchanges
- Maintain clean and tidy checkout area
- Assist in stocking and rotating merchandise
- Scan and bag items accurately and efficiently
- Stay up to date on merchandise promotions, advertisements and product information

UNITED BANK LIMITED PAKISTAN

DURATION: NOV-2016 FEB TO MAY 2017

POSITION: BANK TELLER

COMPANY/ORGANIZATION: UNITED BANK LIMITED ISLAMABAD PAKISTAN

JOB ROLE:

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.
- Sells cashier's checks, traveler's checks, and series e bonds.
- Answers questions in person or on telephone and refers customers to other bank services as necessary.
- Records transactions by logging cashier's checks, traveler's checks, and other special services; preparing currency transaction reports.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative.
- Completes special requests by closing accounts, taking orders for checks, opening and closing Christmas and vacation clubs, exchanging foreign currencies, completing safe-deposit box procedures, and providing special statements, copies, and referrals.
- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins.
- Reconciles loan coupons and other transactions.
- Maintains supply of cash and currency and turns in excess cash and mutilated currency to head teller.
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof.

- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

AL JABER SECURITY SERVICES

DURATION: MAY 2017 TO PRESENT

POSITION: SECURITY OFFICER

COMPANY/ORGANIZATION: AL JABER SECURITY SERVICES ABU DHABI

JOB ROLE:

- Inspect and patrol premises regularly
- Monitor property entrance
- Authorize entrance of people and vehicles
- Report any suspicious behaviors and happenings
- Secure all exits, doors and windows
- Monitor surveillance cameras
- Respond to alarms and react in a timely manner
- Provide assistance to people in need
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action