

REHAN AKBAR

Mussafah, Abu Dhabi United Arab Emirates

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PROFILE I have worked in different organization throughout my career and have more than 4 years of experience in accounts department as well as an ability convert client requirement into exciting business opportunity.(Mainly hospitality industry) with complete knowledge of store keeping and finance service, expertise and skills.

Enjoy working with people from different nationalities and be able to work as part of a team

EDUCATION Associate Engineer In Aerospace [Attested]

Computer Skills

Computer networking LAN/WAN (Troubleshooting)
Software support
MS Office (Word, Excel, Power Point, Access)
Editing Software's

EXPERIENCE Working as Cashier at Al Rostamani Int Exchange UAE JUNE 2022-Til now

RESPONSIBILITIES:

- Meet and Greet customers at Counter / Lobby area, and thank them for their business
- Provide service to Retail and Commercial customers as per established ARIE standards
- Communicate regulations and norms regarding transactions in a professional manner
- Handle Foreign Currency, Remittances, and other customer transactions as required by the Corporate or WPS customer or the Retail customer and as assigned by the Branch Management / department manager, with zero defects
- Ensure assigned work activities are carried out as per Company policies and procedures
- Ensure Cash Handling is done as per Company policy, and Cash Balance at assigned 'Till' is accurately tailed and appropriately
- Report any anomalies such as under/Overs to concerned superior immediately
- Exercise due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC initiatives
- Ensure documentation and the transaction process is in compliance with both the internal and regulatory requirement

EXPERIENCE Worked as Cashier at Sajwani Exchange (Dubai-UAE) JULY 2019-MAY 2022

RESPONSIBILITIES:

- Dealing in all sort of currencies.
- Sale and Purchase of foreign currency at prevailing exchange rate.
- Manage and handle the cash/cheque transactions at the counter
And ensure the delivery of quality service to customer.
- Accept cash from remittance customer as per the TT voucher.
- Carry out smooth and error-free transaction and attend the queries,
Complains with high degree of accuracy
- Accept the cash for deposits from WPS customers.
- Prepare MIS and cash in Hand report at the end of duty.
- Handle the remittance services like EZYREMIT, TRANSFAST, WU, EZETOP,
IME RIA and FXPLUS etc...
- Tallying of cash as per the system before end of duty.
- Maintaining box files and soft file folder reports for proper and accurate records.
- Having a pleasing personality.
- Willing to learn more and take on new challenges in work.

EXPERIENCE Worked as Cashier Cum Accountant at Al Tuwar Catering (Dubai-UAE) JUNE 2017-2019.

RESPONSIBILITIES:

- Handling/Maintaining main stores and service store.
- Arranging materials as per requirement, preservation, proper tagging of new received materials and updating system in location.
- Visual inspection quantity and quality check with department personal.
- Updating MSDS file for hazardous materials.
- Routine physical inventory count and maintaining min to max level of stock.
- Daily and monthly report of consumable material status.
- Weekly procurement delivery report and store material status Maintaining box files and soft file folder reports for proper and accurate records

EXPERIENCE: AS A CASHIER AT ALLIED BANK LTD PAKISTAN FROM 2015-2017

RESPONSIBILITIES:

- Accepting cash or checks for deposit.
- Processing cash withdrawals.
- Assisting customers with routine tasks such as ordering checks or **bank** cards.
- Maintaining detailed records of all transactions in accordance with the **bank's** policies.
- Adhering to branch procedures for all transactions.
- Verifying customer identification.
- Validating and cashing checks.
- Receiving and processing loan and mortgage payments.
- Balancing all cash and checks in cash drawer at the end of each shift.
- Resolving issues and concerns with customer accounts to the best of one's ability.
- Referring customers to other bank personnel as needed to resolve problems.
- Maintaining confidentiality with all transactions

PERSONAL INFORMATIONS:

Father's name : Akbar Ali Shah

Date of Birth : 10 January 1997

Language : English, Arabic, Hindi

Passport no. : SK1332552

Date of issue : 24 April 2022

Date of expiry : 24 April 2032

Nationality : Pakistan

