

## Muhammad Amir

Dubai, United Arab Emirates

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### Profile

As a dedicated cashier with several years of experience in various retail settings, I am committed to delivering excellent customer service with a positive attitude and a smile. I take pride in being organized and detail-oriented, consistently ensuring smooth transactions and accurate account management. My experience includes effectively handling daily cash flow, maintaining inventory, and creating a welcoming environment for customers. With a proven track record of reliability and a strong work ethic, I excel at multitasking in fast-paced environments while providing exceptional service that keeps customers returning.

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### Experience

#### **Fly Dubai – Dubai, UAE**

*Cashier (Customer Services)*

**Feb 2024 – Present**

- Recorded and reconciled cash transactions with 100% accuracy.
- Assisted customers with ticket bookings, cancellations, and changes.
- Maintained daily transaction records and prepared accurate reports for the head office.
- Delivered high-quality customer service and adhered to company policies.

#### **AB Yankees Automotive**

*Accounts Receivable agent*

**Feb 2022 – Dec 2023**

- Supported senior accountants in preparing financial statements and balance sheets.
- Managed accounts payable/receivable and oversaw month-end closings.
- Utilized financial software to maintain accurate financial records.

#### **Ravi Exchange - Pakistan**

*Cashier (Customer service)*

**Feb-2022 - March-2023**

- Keep accurate records of foreign currency exchange transactions.
- Provide customers with current foreign exchange rates.
- Ensure compliance with applicable laws and regulations.
- Verify customer identification.

#### **City Hospital – Multan, Pakistan**

*Cashier (Customer Services)*

## Apr 2018 – Sep 2021

- Processed cash/credit transactions and balanced daily accounts.
  - Maintained logs for petty cash and receipts.
  - Coordinated with accounting teams to ensure timely payment processing.
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## Education

### Master of Business Administration (Finance)

Bahauddin Zakariya University, Pakistan | **Jan 2022** | GPA: 2.84

### Bachelor of Commerce (B.Com)

Bahauddin Zakariya University, Pakistan | **May 2018** | 69.7%

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## Skills

- Growth Mindset & Motivation
  - Trust-Building & Emotional Intelligence
  - Objection Handling
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## Languages

- English | Urdu | Hindi