



SAHIBZADA ISRAR AHMAD

Near Union Metro Station, Deira Dubai | 00971504010268 /
00971521350304

sahibzadairar113@gmail.com

Being driven by passion and dedicated to innovation and hard work, I seek a position to have responsibilities to work for the achievement of organizational objectives in particular and collectively for the benefit of the community.

EXPERIENCE

**AUGUST
2022 TO
JANUARY,
2025.**

AL NAHDI EXCHANGE:

CASHIER:

KEY RESPONSIBILITIES:

- SALES AND PURCHASE OF FOREIGN CURRENCIES AND CONVERSION IN DIRHAMS OR ANY CURRENCY AT PREVAILING EXCHANGE RATES.
- ACCEPT CASH FOR REMITTANCES.
- CASH PAYMENT FOR REMITTANCES.
- ENSURE OF GENUINENESS OF CURRENCY NOTES BEING EXCHANGE.
- BALANCING THE CASH AT THE END OF THE DAY AND PREPARING THE NECESSARY REPORTS.
- PREPARING AND RECONCILE DAILY TRANSACTION REPORT WITH A PHYSICAL VOUCHER FOR ALL TRANSACTION OF THAT DAY.
- HANDLES CUSTOMER INQUIRIES AND ASSISTANCE ABOUT THE COMPANY PRODUCT AND SERVICE.
- ANY OTHER REASONABLE DUTIES WHICH MAY BE REQUIRED BY MANAGEMENT FROM TIME TO TIME.
- EXERCISED DUE DILIGENCE IN PROCESS RELATED TO CUSTOMER TRANSACTION TO ENDURE RISK MITIGATION AND ADHERENCE TO RELEVANT AML PROCEDURE AND KYC INITIATIVES.
- OFFERING ANSWERS AND ASSISTANCE WITH SMILE.

**DECEMBER,
1997 TO
APRIL, 2016**

NATIONAL EXCHANGE COMPANY:

HEAD CAHIER:

KEY RESPONSIBILITIES:

- RECONCILE CASH DRAWER DAILY.
- KEEP RECORD OF CUSTOMERS INTERACTION, PROCESS CUSTOMERS ACCOUNTS AND FILE DOCUMENTS.
- ACCEPT CASH FOR REMITTANCES.

- CASH PAYMENT FOR REMITTANCES.
- RECORD AND REPORT TRANSACTIONS.
- PROCESS CUSTOMER TRANSACTION ACCURATELY.
- DELIVER EXCELLENT CUSTOMER SERVICE.
- PROFICIENT IN EXCHANGING 30 DIFFERENT CURRENIES.
- PROCESSED EXCHANGE AND FOREIGN CURRENCY.

EDUCATION

**C.COM 1983
(ACCOUNTS)**

GOVT COLLEGE OF COMMERCE, PESHAWAR, PAKISTAN.

**D.COM, 1984
(ACCOUNTS)**

GOVT COLLEGE OF COMMERCE, PESHAWAR, PAKISTAN.

PERSONAL INFORMATION:

Nationality : Pakistan

Date of Birth : 1st April 1965

PASSPORT NUMBER : AT5132784

Religion : Islam

Marital Status : Married

SKILLS

- Strong knowledge of Currencies exchange
- Excellent communication skills, both verbal and written
- MS OFFICE , MS WORD AND INTERNET.

LANGUAGES:

ENGLISH, URDU, AND PASHTU.