

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.

Experience

Transguard Group–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

JUNE 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 – MAR 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** |

Bachelor of Commerce (B.Com)

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

Skills

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

- English | Urdu | Hindi