



Dilbar Khan Hilbi

Nationality: Pakistani **Date of birth:** 02/05/1999 **Gender:** Male

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Work: Al Barsha , Dubai (United Arab Emirates)

ABOUT ME

Detailed-oriented, responsible and committed professional with an experience in Cash Handling, Operations and Administration.

I excel in strategic planning, leadership, and operational management. I pride myself in building a strong relationship with clients to driven business growth and fostering mutually beneficial for organisation.

I am adept at analyzing complex situations, crafting innovative solutions, and implementing initiatives that drive business growth and efficiency.

Now looking forward to obtain a challenging job in a reputable and established organization, which provides definite career path and opportunities for professional growth.

WORK EXPERIENCE

Cashier

Kids HQ Arcade L.L.C [18/10/2023 – Current]

City: Dubai | Country: United Arab Emirates

- Customer Service: Greet customers, provide assistance, and handle inquiries.
- Transaction Processing: Accurately process sales transactions, including cash, credit, and debit payments
- Cash Handling: Manage cash register, count money, and ensure cash accuracy at the beginning and end of shifts.
- Sales Reporting: Prepare and maintain daily sales reports and reconcile cash drawers.
- Product Knowledge: Stay informed about products, promotions, and store policies to assist customers effectively.
- Returns and Exchanges: Handle returns, exchanges, and refunds according to store policy.
- Cleanliness and Organization: Maintain a clean and organized checkout area.
- Inventory Management: Assist in monitoring stock levels and notifying management of low inventory.
- Security Awareness: Be vigilant against theft and follow security protocols.
- Team Collaboration: Work closely with other staff members to ensure smooth operations.

Officer Trade Operations

United Bank Limited [01/06/2022 – 22/09/2023]

City: Karachi | Country: Pakistan

- Monitoring all trade (import) activities throughout Pakistan and internationally as well.
- Review all mails related to Letter of Credit and Bank Contracts.
- Monitoring all necessary documents for Letter of Credit and Bank Contracts.
- Generate draft from CBS (Symbol) and share with branches.
- Review and send LC / Bank Contract documents to PSU for screening.
- Update PSU sended documents on acuity.
- Resolve discrepancies raised by PSU.
- Established LC and registered Contract after receiving Checklist from PSU.
- Review amendment / correction request and entertain it on timely.
- Generate/ update/ enhanced/ extend FI and share it with branches.

- Make file and handover it to Head (imports) for final review.
- Eliminate all discrepancies in final file and handover it to file keeper.

Admin Officer

Aga Khan Education Board (IPD) [08/10/2019 – 20/12/2021]

City: Karachi | Country: Pakistan

- Write course announcements on Inpage software.
- Provide relevant course informations to students and parents.
- Call students for registration and fee submission.
- Update institute databases by inputting new students contact informations.
- Collect fee and generate voucher on specific software system.
- Provide classroom materials for teachers.
- Making photocopies and prints.
- Making Certificates after course completion.
- Administered Payroll and maintain employee records.
- Monitoring staff and students attendance.
- To check emails and respond further.

EDUCATION AND TRAINING

Bachelors in Business Administration (HRM)

National University of Modern Languages [14/02/2018 – 14/02/2022]

City: Karachi | Country: Pakistan

Matriculation (Science)

Aga Khan University Examination Board [21/07/2012 – 08/08/2014]

City: Gilgit Baltistan | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Burushaski

Other language(s): English | Urdu

ORGANISATIONAL SKILLS

Skills and Proficiencies:

- Good Command on MS Word, MS Excel, PowerPoint, Compucash and Point-of-Sale (POS).
- Clear verbal communication for assisting customers and collaborating with team members.
- Proficiency in handling cash and performing basic math calculations.
- Collaborating effectively with colleagues to enhance customer service.
- Flexibility to handle various tasks and changes in a fast-paced environment.