



Khalid Amin

Graduate



Personal Details:

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About Me

Motivated banking professional possessing a strong commitment to quality customer services coupled with superb communication skills by building customer loyalty by effectively resolving problems and quickly processing transactions.



Qualifications:

B. Com 2007

University Of Punjab.

Intermediate 2005

Federal Board.

Matriculation 2001

Rawalpindi Board

1st Jan, 2014 to 31st March, 2018

Sadiq Exchange – PDK, Jhelum, Pakistan.

Greet customers in a sociable and gracious manner.
Process and generate bills through **FM** software.
Handle POS and balance cash drawer on daily basis.
Multi-currency cash management.
Routine correspondence with Head office.
Filing documents in proper files.
Discrepancy removal if occurs.
Bank-related issues like filling forms.
Maintain friendly and professional customer interactions.
Perform all duties as assigned by the manager.
Thorough understanding of opening and closing the money.

Trainee: NBP (PDK): Pakistan.

Jhelum15, July to 15 Sep, 2009.

- ⇒ Payment registers maintenance.
- ⇒ Receipts register maintenance.
- ⇒ Handling and writing checks.
- ⇒ Filling forms for account openings.
- ⇒ **Branch Back office software** maintenance.
- ⇒ Vouchers maintenance in files.
- ⇒ Pension registers maintenance.
- ⇒ Handling **(WU) Western Union software** Operations.



Experience:

Cashier/Teller/Remittance Staff

AL GHURAIR INT EXCHNAGE/ LM EXCHANGE-DUBAI

27th Feb,2019 to Present.

Welcome Customers in perfect manners.

Process remittances through company software.

Generate transactions through cash, cheques & online mode by adhering AML & KYC requirements.

Sending and receiving money to & from multiple countries by WU, RIA & TRANSFAST.

Exchanging and handling multiple currencies.

Registering NEW companies using WPS software.

Collecting cash for salaries processing.

Cross selling products and services. (G CARD +RAF)

Collecting cash for pensions processing.

Creating SIF files for salaries using WPS portal.

Handling and resolving customer complaints.

Daily routine correspondence with head office.

Finance Assistant (EPTSC):Islamabad, Pakistan.

2nd Jan, 2012 to 27th June, 2012.

- Maintenance of **Imprest Accounting System.**
- Handling **Petty Cash Expenses.**
- Try to verify the validity of supporting documents.
- Check and complete the supporting documents.
- Provide the petty cash expenses documents to H/O for clearance.
- Salaries and overtime distribution.
- Bank related issues like transferring money to concerned engineers.
- Routine correspondence with Head office and external Parties etc.

Admin Control Operations (EPTSC): Islamabad

10th Sep, 2010 to 31st December, 2011.

- Monitoring of **Mobilink Towers through software.**
- Generate TTs to concerned Engineer incase site goes down.
- Communicate through email above in the hierarchy if issue persists.
- Monitor the site until issue resolved.
- Take the reason from engineer after clearance of the site/Tower.
- Close the trouble ticket and informed to higher management in the loop.
- And maintain the related records in Excel.

Admin Assistant: (Pearl Public School for boys and Girls): Jhelum. 3rd March, 2010 to 17th June, 2010.

- ✓ Employees Attendance.
- ✓ Salaries Distribution.
- ✓ Stock and Stationery Purchasing.
- ✓ Maintaining Computer records in Excel.
- ✓ Any communication with Rawalpindi Board.

✕Skills

- Cash handling expertise.
- Goal Oriented.
- Self-Motivated.
- Self-sufficient.
- Positive.
- Expert in **BBO**.
- Expert in writing Business Communication Emails, letters, notices etc.

Languages:

- Fluent in English, Urdu & Punjabi.

- Excellent time Management skills.
- Ability in using MS Word Power Point and Excel.
- Intermediary in using **Quick Book Accounting Software's**.
- Monthly sales goal achiever.
- Know-how of Arabic.
- People Oriented.

