



Muhammad Rehan Khalid

Date of birth: 17/01/2000 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**
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ABOUT ME

I am a hard working, honest individual. I am a good timekeeper,always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful,and able to listen effectively when solving problems.

WORK EXPERIENCE

19/09/2021 – CURRENT Abu Dhabi, United Arab Emirates
CASH VAULT TELLER TRANSGUARD GROUP OF EMIRATES

- Handling the Cash Vault.
- Packing the cash deliveries for multiple Banks.
- Tally the vault on daily basis.
- Balancing the stock with reports.
- Preparing stocks & reports, reconciliation ATM/CDM and SCDMs.
- Preparing new formats when required.

EDUCATION AND TRAINING

20/04/2017 – 20/07/2017 Rawalpindi, Pakistan
MS EXCEL, MS WORD, POWERPOINT New Kahuta Technical & Computer Academy

09/2017 – 09/2019 Kahuta,Rawalpindi, Pakistan
INTERMEDIATE IN COMPUTER SCIENCES & ECONOMICS Indus College Of Science And Commerce

LANGUAGE SKILLS

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C2	C1
PANJABI; PUNJABI	C2	C2	C2	C2	C2
ARABIC	A1	B1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Excellent command of Microsoft Office (Word, Excel, Outlook)