

ABOUT ME

As a seasoned Senior Cashier within the forex exchange sector, I bring a wealth of expertise to the table, particularly in handling foreign currency transactions, remittances, money transfers, salary processing, and facilitating company registrations. My proficiency in cash handling and transaction management is matched by a steadfast commitment to accuracy, compliance, and efficiency, even amidst the demands of high-volume operations. I am adept at fraud prevention and ensuring strict regulatory adherence, all while delivering exceptional customer service. My strong analytical skills and meticulous attention to detail are complemented by my ability to thrive both as an independent professional and as a collaborative team member in a dynamic financial environment.

SKILLS

PROBLEM-SOLVING

ATTENTION TO DETAIL

MULTITASKING

TECHNOLOGY PROFICIENCY

CUSTOMER SERVICE EXCELLENCE

PRODUCT KNOWLEDGE

ADAPTABILITY

SYEDA AROOSA

SENIOR CASHIER



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WORK EXPERIENCE

FEDERAL EXCHANGE (ABU DHABI)

Abu Dhabi
Dec 2021 - Present

Senior Cashier

- Expert Senior Cashier at Federal Exchange with proficiency in money transfers, salary processing, and company registration.
- Adept in online services, sales, remittances, and foreign exchange operations.
- Competent in managing transactions, banking, and financial services with a focus on accuracy, compliance, and efficiency.
- Versatile professional, thriving in both autonomous and collaborative environments.
- Demonstrated excellence in handling high-volume transactions and delivering superior customer service.

KAGHAN MEMORIAL TRUST

Islamabad
Jan 2018 - Feb 2019

Accountant

- I meticulously record daily expenses in the school's petty cash register and diligently prepare Cash Payment Vouchers (CPVs) for cash expenses and Bank Payment Vouchers (BPs) for bank transactions.
- Weekly, I meticulously reconcile bank statements and ensure accurate maintenance of physical school stationery, meticulously recording received and issued items in the stationery & stock register.
- Additionally, I handle the preparation of staff salaries, submitting them to the head office post-supervisor review.
- Under supervision, I accurately input transactions into accounting software.
- My role also encompasses collecting and depositing board exam fees from students, maintaining both physical and digital office files, and acting as a liaison with the head office, keeping meticulous records of all correspondence.
- These responsibilities complement various routine tasks essential for efficient operations.

KAGHAN MEMORIAL TRUST

Islamabad
Aug 2017 - Dec 2017

Internship- Accounts

- Task based assignments.

EDUCATION

PUNJAB
UNIVERSITY,
PAKISTAN
2017

Bachelor of Commerce (B.com)

FBISE ISLAMABAD,
PAKISTAN
2014

Intermediate of Commerce (I.com)



LANGUAGES

ENGLISH

URDU

PUNJABI

PERSONAL DETAILS

Date of birth
20 Apr 1993