

# Sidra

## M.Anwer

### Personal Info

**Father Name :** Muhammad Anwer

**D.O.B :** 17<sup>th</sup> March 1994

**CNIC No :** 42301-1320149-6

**Marital Status:** Single

**Religion:** Islam

### Contact

**Address:**

Flat no 5 3<sup>rd</sup> floor Pir Muhammad  
manzil locomal Moosalane lyari  
Karachi.

**Phone:**

+92-307-2474588

+92-304-2286964

**Email:**

[sidra.anwer90@gmail.com](mailto:sidra.anwer90@gmail.com)

### Education

**S.S.C (2009)**

K.M.A Girls Sec School.

**Intermediate**

**(2011)**

Govt. Girls Inter College  
Lyari

### Languages

Urdu.

English.

### References

Should Be Furnished, If Requested.

## Work Experience

**Wallstreet Exchange Company Pvt Ltd. (March2017-Present)**

**Chief Cashier**

- Handling Cash and Foreign Currency.
- Dealing with Customers.
- Generate Slips through Software.
- Posting General Accounts Entry.
- Prepare KYC,CTR and STR for Customer.
- Ability to Identify of fake notes for local and Foreign Currency.
- Sending money through Telegraphic Transfer, Demand Draft all over the world.
- Inward/Outward Remittances through our specific channels.
- Maintain Cash Register and Account Statements.
- Prepare financial Reports and Bank Reconciliation.

**Glaxy Exchange Company Pvt Ltd. (Sep 2014-Feb 2017)**

**Counter Dealer**

- Dealing with Customers.
- Generate Slips through Software.
- Handling Cash and Foreign Currency.
- File Records, SBP Circulars, Cheque / Cash Transactions and Documents.
- Prepare financial Reports and Bank Reconciliation.

## Computer Skills

- Excellent Knowledge of MS Office.
- Operating Windows XP, Win 7 and Win 8.
- Internet & E-Mail.
- Typing (45 w.p.m)

## Skill Highlights

- Excellent Presentation Skills.
- Customer Needs Analysis.
- Ability to work under Pressure.
- Effective Communication Skills.
- Dealing with work-related stress.

## Areas of Expertise

- Helping to Resolve Customer Complaints.
- Speedily Counted Cash.
- Data Entry ,Receipts and Invoices.
- Customer Services and Relations.
- Check and Balance of Accounts Receivable and Payable.
- Month-end Closing Reconciliation and Analysis.