

Zain Ali

VisaStatus: Employment

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Profile Summary

Successful professional skilled as Cashier/Teller and CSO. Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles. Adept at working well independently and with support team.

Professional Experience

U-Microfinance Bank

Cashier/Teller

2018-2023

Job Responsibilities:

- Cash Register Transactions
- Drawer Balancing
- Retail Front-End Operations
- Cashier Audits & Reports
- Customer Service Excellence
- Complaint Resolution
- Store Opening & Closing Procedures
- Stocking & Merchandising
- Loss Mitigation
- Shrink Reduction
- POS Systems
- Inventory Management
- Respond to Operation Manage

Western Union

Customer Services Officer

Job Responsibilities:

- Knowledge of cash registers, credit card machines, and the Western cashier policy in order to effectively service the customer
- Familiar with all menu items and pricing to effectively complete financial transactions and answer questions from customers.
- Keep a record of the amount of money received each day, which may involve reading and recording totals shown on cash register tape and verifying against cash on hand.
- Make change for cashiers and verifies bags.
- Train new cashiers.
- Maintain an organized, neat and clean cashier station.
- Count, organize, and balance the cash drawer; fill out the cashier slip; and make deposits while in the presence of a manager or supervisor.

Professional Qualification

Bachelor in Arts

Govt. College Liaqat Pur (2013-2015)

Intermediate

Govt. College Khan Pur (2010-2012)

Matriculation

Govt. HSS Allahabad (2008-2010)

System operating Tools

- Microsoft Windows XP, 7, 8.1, 10
- Microsoft Office
- Bank Software

Languages

- English Urdu
- Punjabi Saraiki

Personal Information

Father Name:	Rahim Bukhsh
Passport No:	XY1806952
Marital Status:	Single
Religion:	Islam