



# MUHAMMAD TAMOOR JAN

## PROFESSIONAL SUMMARY

Honest Cashier capable of managing money. Polite and professional person with strong communication and multitasking skills. Excellent oral and written communication, listening and time management skills with strong attention to detail and superior work ethic.

## EXPERIENCE

2023-Present

Weatherford OSC Project of Aramex | Dubai, United Arab Emirates.

### RECONCILIATION OFFICER

- Recorded amounts due for items purchased or services rendered
- Troubleshoot to resolve routine errors and discrepancies and recommended possible improvements.
- Developed rapport with clients and vendors to cultivate loyalty and satisfaction.
- Created improved filing system to maintain secure client data.
- Maintained petty cash and processed petty cash reimbursements.
- Received payments through various methods and checked for credibility.
- Verified accuracy of billing data, correcting any identified errors.

May 2022 - Feb 2023

Amazon Prime.ae | Dubai, United Arab Emirates.

### MAQ - PROBLEM SOLVER

- Used logic to analyse situations and develop intelligent solutions.
- Applied excellent discovery skills to match customer needs with solutions.
- Gathered and designed technical specifications to solve customer needs.
- Used Microsoft Word - Amazon Chime and other software tools to create documents and clear communications.
- Increased revenue by upselling and recommending products.
- Offered friendly, efficient customer service and handled challenging situations with ease.
- Completed customer orders with speed and accuracy.
- Demonstrated respect, friendliness and willingness to help wherever needed.

Nov 2020 - Apr 2022

Tolou al Qamar Documents Clearing Services | United Arab Emirates.

### FRONT DESK ASSOCIATE

- Operated cash registers with proficiency.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- checks, delivering exceptional customer service.
- Completed opening and closing procedures each day idy retail areas through regular cleaning, delivering optimal first impressions.
- Educated customers on promotions, offers and special events to enhance product sales.

## ACADEMICS

B.Sc. / Bachelor of Sciences ( Double Computer )

The Islamia University Bahawalpur, Punjab Pakistan

I.c.S. Intermediate of Computer Science

The Punjab College of Commerce, Punjab Pakistan

## CERTIFICATION

Certified in Computer Application

Punjab Skills Development Council Lahore.

## CONTACT



### Address

Al Muraqqabat Deira Dubai,  
UAE.



### Phone

+971568381647



### E-mail

muhammادتamoorjan@gmail.com

### Freelance Visa

## SKILLS

- Complaint handling
- Cash handling policies
- Service upselling
- Purchase assistance
- Product recommendations
- Identification checks
- Cash register operations
- Service knowledge
- Money management
- Cash counting machine operations

## LANGUAGES

ENGLISH

URDU

HINDI

Care Of.

Mr. Mubammad Sohail Hanif  
( Branch Incharge )