

# Muhammad Jamil Khan

## CASHIER/TELLER/REMITTANCE CLERK

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📅 19/09/1994    🆔 RW4136691    🇵🇰 Pakistani    🚗 2876477

in Muhammad Jamil Khan



### Profile

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To become a technically sophisticated and business savvy management professional with a Pioneering career focus on the latest banking technologies and involve myself in administration for a highly motivated company.

### Computer Skills

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**PROFICIENT TO OPERATE WINDOWS.**

**MICROSOFT OFFICE.**

**TALLY ERP, QUICK BOOKS & PEACH TREE ACCOUNTING SOFTWARES.**

### Professional Experience

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10/2022 – present  
DUBai,  
United Arab Emirates

**CASHIER/TELLER/REMITTANCE CLERK, *AL Dhahery Money Exchange***

Purchase of foreign currency and conversion in Dirham or any other currency at the prevailing exchange rate. To adhere to the ICXS & DSES standards of Customer service. Adhere to AML/CFT policy under the Central bank Guidelines. Adhere to signed company rules and policy/procedure. Sale of foreign currency against Dirham or any other currency at the prevailing rate. Ensure the genuineness of currency notes being exchanged. Fake notes are to be reported immediately to the manager, who will take the necessary steps to report to Central Bank/Local Police. Accept cash from remittance customers as per the payment voucher. Verify the voucher in the system and generate a cash receipt voucher. Hand over voucher to the customer. Make payments for a cash payout. Tallying of cash as per system and deposit with treasury before end of duty, Write a report in Logbook about tally, excess, short, and system problems, if any.

01/2021 – 07/2022  
Lahore, Pakistan

**Supervisor, *Global Tek Net***

Plan and implement call center strategy. Determine targets for call center. Hire and onboard new call center employees. Answer staff questions, provide guidance and feedback to team members. Serve customers by helping them select products. Respond to customers questions. Ensure customer satisfaction and provide professional customer support.

07/2018 – 07/2020 Manama, Bahrain	<b>CASHIER/TELLER/REMITTANCE CLERK, UAE Exchange WLL Bahrain</b> Serve customers by helping them select products. Drive sales through engagement of customers, suggestive selling, and sharing product knowledge. Greet and receive customers in a welcoming manner. Direct customers by escorting them to counters. Performing duties as main Foreign Currency Cashier. Maintain a team of junior customer service representatives. Perform duties as an Acting Supervisor and Branch Compliance Officer.
Askar, Bahrain	<b>Personal assistant, Caspian Construction Bahrain</b> Schedule meetings and manage calendars. Answer phone calls and emails and take messages. Take accurate and comprehensive notes at meetings. Help with daily time management. Run errands as requested. Plan travel, including flights, accommodation and ground transportation
Lahore, Pakistan	<b>Junior Accountant, Zishi Motors</b> posting journal entries. preparing financial statements and maintaining accounts, receivables, or payables

## Awards

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**Special Appreciation, UAE Exchange**

## Education

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01/2020 – present Khairpur, Pakistan	<b>Master Of Economics, Shah Abdul Latif University, Khairpur</b>
04/2014 – 09/2016 Lahore, Pakistan	<b>Bachelor Of Commerce, University Of The Punjab</b>
04/2012 – 04/2014 Larkana, Pakistan	<b>F.Sc (Pre Engineering), B.I.S.E Larkana</b>
10/2011 Lahore, Pakistan	<b>Matric (Science), B.I.S.E Lahore</b>

## Key Skills

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- o Understanding of policy, planning, and strategy.
- o Ability to develop, implement and review policies and procedures.
- o Ability to prepare and oversee budgeting, reporting, planning, and auditing.
- o Understanding of necessary legal and regulatory documents.
- o Ability to address problems and opportunities for the company.
- o Ability to build alliances and partnerships with other organizations.

## Languages

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English	● ● ● ● ●	Urdu	● ● ● ● ●
Pashto	● ● ● ● ●	Hindi	● ● ● ● ●
Punjabi	● ● ● ● ●		

**Interests**

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Horse riding, Travelling and Music.

**Expectation**

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To be the part of a good organization, I can put my abilities and knowledge to put in my full potential for the good will and prospect of the organization and myself. With these views, I am ready to work for the success of the organization.