



CONTACTS



ABU DHABI UAE



bilawalfraabbi@gmail.com



00971 – 565376219

Nationality: Pakistani

EDUCATION

Bachelor of Commerce

(B. Com) – 2012

F.Sc -2010

S.Sc – 2008

SKILLS & HIGHLIGHTS

- Cash handling and mathematics
- Customer services
- Computer knowledge
- Problem-solving
- Written and verbal communication
- Processing transactions
- Attention to detail
- Maintaining cash drawer allocation
- Teamwork
- Honesty and integrity
- Technical
- Data entry
- Typing
- Phone support
- Discretion
- Conflict resolution

BILAWAL

CASHIER / DOCUMENT CONTROLLER / RECEPTIONIST

Available for Job Immediately

Professional Summary:

Ambitious and driven individual with over 9 years of experience across Accounts and Banking with a passion for knowledge, career development, and delivering results. Highly knowledgeable in Banking Operations such as Cash Operations and Accounts Opening and General Banking Operations.

WORK EXPERIENCE

Senior Cash Officer / Teller

Allied Bank Limited, Pakistan

8 Years' Experience as Senior Cash Officer in Allied Bank Ltd.

Duties and Responsibilities

- Supervise Debit, Credit, or Cash Transactions, as well as other forms of Payments within the bank.
- Cash Receipts and Payments.
- Cash Collection of Utility Bills / Institutions Fee / HAJJ Fee / Commodity.
- Receipts and Payments of Banking Instruments.
- Checking of Banking Instruments before Posting.
- Balancing of Cash and Cash Sorting.
- Request distribution of Fresh Cash.
- Allocation of Tills to Junior Tellers.
- Maintain extensive reports on daily, weekly, and monthly transactions.
- Maintain a balance of large bulk of currency constantly.
- Worked in Bank Electronic System TEMENOS (T-24)

Documents Controller

Shama Ghee Mills

Nowshera Pakistan

- Set up, copy, scan, and store documents
- Create templates
- Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- To liaise with and distribute project-related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Prepare ad-hoc reports on projects when required
- provide accurate information about local attractions and services

Key Competencies and Qualities

- customer service orientation
- attention to detail and accuracy
- planning and organizing
- ability to multitask and prioritize
- professional appearance and attitude
- effective verbal and written communication skills
- ability to handle stress and stay calm under pressure
- conflict resolution skills
- decision making and judgment skills
- team work
- flexible regarding work schedules
- ability to respond appropriately to diverse customers and guests

LANGUAGES KNOWN

- English- Fluent
- Urdu / Hindi - Fluent

Hotel Receptionist

Serena Hotel Islamabad Pakistan

- welcome and greet guests
- answer and direct incoming calls
- inform guests of hotel rates and services
- make and confirm reservations for guests
- ensure proper room allocation
- register and check guests in
- confirm relevant guest information
- verify the guest's payment method
- verify and imprint credit cards for authorization
- issue room keys and direct guests to their rooms
- maintain clear and accurate records of guest room bookings
- compute all guest billings, and accurately post charges to guest rooms and house accounts
- receive and transmit messages to guests
- retrieve mail, packages, and documents such as faxes for guests
- listen and respond to guest queries and requests both in-person and by phone
- complete and maintain any incident reports, daily activity reports or other reports requested by management
- manage conference room bookings and scheduling
- close guest accounts and check guests out
- review accounts and charges with guests during the check-out process
- process accurate payment of guest accounts
- inform housekeeping when rooms have been vacated and are ready for cleaning
- monitor visitors to the hotel
- enforce rules and policies of the hotel
- maintain a neat and orderly front desk and reception area.
- liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests.

DECLARATION

I hereby Declare that the above information is true and best of my knowledge