



# UMAR WAQAS

Cashier Remittance, Currency Exchange  
& Front Line Associate

## Career Objectives

### Cashier Remittance , Currency Exchange & Front Line Associate

Efficient Cashier resourcefulness, computer proficiency and financial systems knowledge. Works quickly and accurately to update systems. Foreign Exchange Counter Staff who interacts directly with customers who provide customers needs & delivers effective solutions to problems. Committed to provide high quality customer care to create a positive environment. Personable & professional under pressure with positive, motivated and calm nature.

## Professional Experience

Great Union Exchange Company (PVT). Ltd  
March 2018 - Sep 2022

### KEY RESPONSIBILITIES:

- Foreign Exchange Cashier before entry must be checked original ID, Valid Phone number, Passport then put the entry in system software.
- Follow compliance procedures, company policies and head office rules regulation.
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Prepared daily End of Day sheet at the close of each business day.
- Perform administrative tasks such as office filing, generating reports daily or monthly and maintaining mail correspondence.
- FC dealing with customer buy and sell. Cash balance with system and exposure of branch.
- Maintaining open and interactive communication & Ensuring customer satisfaction.
- Update customer records in our system, including notes about conversations and outcomes.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Prepared daily End of Day sheet at the close of each business day.
- Perform administrative tasks such as office filing, generating reports daily or monthly and maintaining mail correspondence.

## My Contact

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## Skills & Language

- **Proficiency English, Urdu, Hindi, Punjabi.**
- Cash Handling
- Currency Exchange
- Customer Dealing
- Paperwork coordination
- Leadership
- Time Management
- Customer service
- Excellent Communication
- Computer literacy Microsoft Office-Word & Excel
- Excellent Typing speed and Data Entry
- Problem solving

## Education Background

- University Of The Punjab  
Bachelor Of Commerce  
(Accounting & Finance)  
Completed in 2019
- Punjab Collage Of Commerce Rwp  
Intermediate Of Commerce  
BISE, Rwp, Punjab  
Completed in 2015
- F.G Boys Model School Islamabad  
Secondary School Certificate  
Completed in 2013

### Note:

All educational documents attested from MOFA in Pakistan & UAE Embassy.

## Certificate Of Training

Great Union Exchange Company (PVT). Ltd  
9th February, 2019

- Introduction, Supervisory & Legal Frame work for Exchange Companies.
- EC's Rules & Regulations.
- AML frame work & its reporting.
- Real time online currency software, Daily Transactions postings, Daily closing, Monthly closing, Expense/Income vouchers, Backup records and Customized reports for company and SBP.
- Book-keeping/Compliance procedures and record maintenance.