



SOHAIB IKHLAQ

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Objective

To enhance my skills in a Works related environment and learn new things that will make me a better professional. Use my talents by putting them to good use for the benefit of the organization that I work for.

Education

Year 2005, B. Com Accounts & Finance from Punjab University Lahore.

Year 2002, D. Com. Punjab Board of Technical Education Lahore.

Year 2000, Matriculation: (Science subject) Board of Intermediate and Secondary Education Sargodha

Professional Profile in sale

APNA MICROFINANCE LTD

– Branch Cashier

Tenure – June' 16 to 30-May-23

Key Deliverables

- Responsible for all assigned change funds and cash receipts.
- Collected and processed payment from customer and entered into register system.
- Accurately performed cashier duties – handling cash, checks and credit card transactions with precision while following company policies and procedures
- Processed transactions of customers on a computerized POS register; maintained a clean, well-stocked food and beverage area; cleaned and stocked merchandise.
- Estimate and assess the financial status of the applicant and cross check with reliable sources.
- Taking payments from customers via cash, cheques, and credit cards.
- Responsible for the accurate and timely allocation of cash.
- In charge of daily cashbook management and bank reconciliations.
- Banking a large volume of cheques and cash daily.
- Preparing BACS and TT payments using the online bank system.
- Undertaking till balancing & administration activities in an efficient manner.
- Compiling and maintaining monetary and non-monetary reports and records.
- Conducted cash count before turn-over of cash register to next-in-line-shift.

The Bank of Punjab

Cashier:

Tenure – (Dec. 2007 to May 2016)

Job Responsibilities:

- Counted the money given by the customer and ensured that the change is accurate, if there is any.
- Processing deposits and withdrawals.
- Introducing new members to the banking platform and software
- Performing regulator account maintenance.
- Opening and closing accounts as required for members.
- Dealing with customer inquiries.
- Performing general administration tasks
- Helping customers with loan and mortgage applications.
- Using banking software to update account information.
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Skills & Practices

- *Good communication and interpersonal skills.*
- *Problem solving, Analytical abilities and quick decision-making abilities.*
- *Strong background of using mathematical and statistical techniques.*
- *Assisting with other administrative duties i.e., reporting, record keeping, etc.*
- *Professionally greeted customers, schedule appointments.*
- *Good history of punctuality and good attendance record.*
- *Patience, teamwork, motivation, upbeat and a great pleasant attitude.*
- *Answering & follow-up with any customer related question, inquiry/comment.*
- *Strong organizational skills with strong multi-tasking aptitude.*
- *Exceptional customer dealing/relations skills & chap of friendly nature.*

Computing Skills

Microsoft Word

Microsoft Outlook

Microsoft Excel

Oracle (ERP), QuickBooks, Telly 9

Microsoft Power Point

Personal Info.

Nationality: Pakistani

Religion: Muslim

Passport No. DY1347272

Language Known: **English:** good level, **Urdu, Hindi:** Native language.