

DILDAR MOHSIN



EXPERIENCE

OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.



ADDRESS

AL MUTEENA DEIRA
DUBAI



PHONE

971568282163



EMAIL

dildarmohsin5@gmail.com

SEP 2022– JULY 2023

CASHIER /Front Line Associate • DIRHAM EXCHANGE • DEIRA DUBAI

- Greet incoming customers with decent gestures.
- Dealing in sale and purchase foreign currencies.
- Remittance from Instant cash, Western Union, Trans fast & express money.
- Proficient in using computers and other office equipment.
- Recorded amounts received and prepared reports of transactions
- Maintained friendly and professional customer
- Proficient in exchanging 30 different currencies
- Completed opening and closing procedures each day.
- Send and receive money through Instant cash and Transfers to all over the countries.
- Executing remittance operations in local and foreign currencies.
- Manage all currency vouchers and payment vouchers.
- Supply management with reports on customer needs, problems, interests, competitive activities and potential for new products and services
- Understanding that it is the perception in the employee's mind that really matter.
- Executed customer transactions regarding cash, money orders and money exchange

March 2021– MARCH 2022

SALES REPRESENTATIVE • TARIQ GLASS INDUSTRIES

- Selling products or services to customers, and representing the brand
- Identify prospective customers, lead generation and conversion.
- Be knowledgeable about the product.
- Emphasize the features of products to highlight how they solve customer problems.
- Answer questions about the products.
- serves customers by selling products and meeting customer needs
- provides ongoing support and communication with key customers throughout the geographic region.
- Reaching out to potential leads through a variety of channels, such as email, phone, text, and social media.

FEB 217– SEP2020

CASHIER • AL MADINA RAXINE

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Collect payments whether in cash or credit.
- Manage transactions with customers using cash Keep reports of transactions.
 - Keep reports of transactions.
 - Daily monitor sales transactions.
 - Understanding that it is the perception in the employee's mind that really matter.
 - Maintained friendly and professional customer interactions.

TECHNICAL KNOWLEDGE

General Software: SYMEX, LIVE X, Word, Excel, Power Point, Internet

Trainings and workshops

- Customer care and cash handling.
- Basic Anti money Laundering and Countering the Financing of Terrorism.
- Fraud Prevention and Counterfeit Detection.
- AML/CFT Typologies in Exchange Houses & Suspicious Transaction Indicators.

SKILL AND RESPONSIBILITIES

- Good communication skills.
- Cash handling expertise
- Goal oriented
- Excellent time management skills
- Strong belief in team work and committed workmanship.
- Sincere and hard worker.
- Written and verbal skills.
- Ability to handle extreme situation.

EDUCATION

Bachelor of Business Administration (BBA Hons)

University of Education "Lahore"

PERSONAL INFORMATION

FATHER NAME: SALEEM AKHTAR BHATTI

DATE OF BIRTH: 01/05/1998

NATIONALITY: PAKISTANI

VISA STATUS: EMPLOYMENT VISA

hereby declare that the information's stated above are true to the best of my knowledge.

DILDAR MOHSIN