

## **TAIMOOR DANISH**

Dubai, UAE.

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### **CAREER OBJECTIVE:**

Equipped Accounting Cashier, the main activities include counting, balancing and depositing revenue from daily cash, data entry of daily sales, maintaining adequate currency and coin supplies to meet daily SUA needs, and troubleshooting issues that arise in connection with these activities. I have improved and proved myself in skills like Handling Bulk Currency Customers, Cashiering, FC Management, Great customer services, building customer relationships, Great Negotiation, Presentable and organized, Product Promotions, Passion for selling & lead generation

### **WORKING EXPERIENCE:**

#### **DX BUY GOODS TRADING LLC (Retailo Trading LLC)**

##### **CASHIER ACCOUNTANT:**

**05/2022 - Present**

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets and registers.
- Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers.
- Depositing money and cheques in the bank regularly.
- Daily checks and reconciliation of cash and unbanked receipts and weekly bank reconciliation checks.
- Manage and release the Vendors payments (Cash & Cheques) and maintaining the record on the same.
- Track transaction on balance sheet and report any discrepancies.
- Handle merchandise returns/exchange and arrange the refunds and wallet returns.
- Handled high-volume credit and cash transactions using Point of Sale (POS) systems efficiently.
- Petty Cash Funds and Petty Cash Reconciliations
- Ensure that petty cash vouchers are fully authorized and supported before payment.

#### **JOYALUKKAS EXCHANGE - DUBAI, UAE**

##### **CASHIER (CUSTOMER SERVICE EXECUTIVE) | 02/2019 - 05/2022**

- Dealing with Other Exchange with foreign currencies as wholesale business in day to day
- Buying and selling all currencies in branch level

- Very good knowledge about foreign currencies rate
- Accepting cash from remittance customer as per the payment voucher
- Verifying voucher in the system and generate cash receipt voucher
- Tallying of cash (All Currencies) as per system and deposit with treasury at the end of duty
- Attending the Customer and Making Remittance with different Destination.
- Handling all types of currencies with different customers.
- Have good knowledge about NEFT, RTGS, PKR, BDT, NPR and other Multi-Currency Transactions.
- Have good knowledge about WPS, Company On boarding, Employee Registration and SIF Generation.
- Documentation of all transactions (incoming and outgoing)
- Managing all branch level Documents and Reports (Daily, Weekly and Monthly).
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store

#### **ACE MONEY TRANSFER LIMITED - KHARIAN, PAKISTAN**

- Forming and Monitoring the AML/CFT Unit to confirm the adequacy of Standard Procedures.
- Periodic & Post reviews to assess the effectiveness of AML/CFT program (i.e. Agent Business, Other MSB's/Partners).
- Legislative and regulatory research on UK & EU Estates.
- Compliance Training of Agents & Staff (i.e. UK, EU Estates & Latin America).
- Regulatory & Suspicious activity reporting of UK & EU Estates.

#### **Academic Qualification:**

- ❖ **(B-COM).** Bachelors in Commerce [Punjab University 2011-2014]

#### **PERSONAL DETAILS:**

- Nationality : Pakistani
- Gender : Male
- Marital Status : Married
- Languages : English, Urdu, Punjabi, Arabic.
- Visa : Employment Visa
- Date of Birth : 26/10/1999