



ARSHAD ALI

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Al Thoban, Fujairah UAE.
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PROFILE SUMMARY

Enthusiastic and professional cashier with 8 years' experience in cash handling and providing exceptional customer service. Extensive bookkeeping knowledge and ability to multitask. Proven communication skills and ethics.

WORK EXPERIENCE

- **Branch in charge (JAN 2020-Present)**

Saad Exchange, Al Thoban, Fujairah, UAE

- ❖ Initially hired as entry-level teller, promoted due to accuracy, speed, and skills
- ❖ Developing, implementing and maintaining a business plan for the branch.
- ❖ Managing the daily activities of the branch.
- ❖ Enforcing the company's policies, principles, and procedures.
- ❖ Inspiring and motivating staff.
- ❖ Providing excellent service to customers
- ❖ Responsible for dealing with complex and diverse managerial problems.
- ❖ Handling cash transaction and exchanging currencies.
- ❖ Cash management (payment and Receipts).
- ❖ Handling administration and business development.
- ❖ Build and develop better relations with new and existing customers and companies.

- **Cashier/Teller cum Remittance In-Charge (APRIL 2014- DEC 2019)**

- ❖ Cash handling, customer service, balance drawer and managing petty cash.
- ❖ Purchasing and selling of foreign currencies.
- ❖ Sending money to various bank accounts through Wire Transfer in different countries
- ❖ Receiving and Sending money through instant money service like Instant Cash, Western Union, Xpress Money, Transfast, Uremit and ARY.

- ❖ Attend all the complaints and inquiries from the customer regarding their Bank transfer, fast remit and non credit of transferable fund.
- ❖ Handling Wages Protection System (WPS), WPS account opening, & WPS salary disbursal etc.

- **Accountant 2 Year (2005-2007)**

Company: Washington Surgical International, Pakistan

EDUCATIONAL QUALIFICATIONS

- ❖ **B.A**

Allama Iqbal Open University Islamabad

COMPUTER PROFICIENCY

- ❖ MS Office
- ❖ RDBMS(Relation Data base Management System)
- ❖ Hardware & Software

LANGUAGES KNOWN

- ❖ English
- ❖ Urdu
- ❖ Punjabi
- ❖ Arabic
- ❖

PERSONAL DETAILS

Date of Birth : 01/01/1985

Age : 37

Sex : Male

Nationality : Pakistan

Marital Status : Married

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

Date:

Place: Al Thoban Fujairah

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