

Tahira Jabeen



Contact

Location:

Dubai Rigga

Phone:

+971 56 435 1229

Email:

tahirajabeen0507@gmail.com

Freelance visa 2 x Years

Date of Birth: 05-07-1987

Education

B.COM	2011	AIOU
I.COM	2007	Karachi Board
Matric	2003	Karachi Board

KeySkills

- Microsoft Application
- Software proficiency
QuickBooks, Peachtree, Abacus,
Galileo, Wall soft (RIA, Money
Gram, Western union)
- Effective Communication
- Leadership
- Team Work
- Problem Solving
- Active Learning
- Knowledge of Regulatory
Standard
- Six Sigma

Languages

- English
- Urdu
- Punjabi
- Hindi
- Sindhi(Basic)
- Arabic(Basic)

Professional Summary:

08 + years experience as a Cashier, Accountant, Remittance Officer, Front Desk Officer. Excellent verbal and written communication skills with the ability to communicate effectively and professionally with all staff management and clients.

Experience:

Cashier

(03 x Month)

Jabal Sialkot Restaurant Abu Dhabi UAE

- Cash Handling

Remittance Officer

(Jan 2022 to Aug 2022)

AA Exchange (Pvt) Ltd Islamabad, Pakistan

- Cash Handling
- Greet visitors and clients in a professional manner.
- Process Inbound /Outbound Payments
- Generate Inbound / Outbound transaction receipts.
- Ensure data in MIS Get Data.
- Properly maintain inward / outward transaction record.
- Provide support to internal / external auditors.
- Provide FC bills to customers.
- Maintain and update Wallsoft.

Accountant

(Jan 2021 to Dec 2021)

Imaging Expert Pvt (Ltd) Rawalpindi Pakistan

- Cash Handling
- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.

Front Desk Officer

(Aug 2018 to Dec 2020)

Aerolink Services Travels Rawalpindi, Pakistan

- Greet and welcome customers.
- Cash Handling
- Monitor office expenses and costs.
- Managing files and recording information as needed.
- Helping organize and maintain office common areas.
- Travel arrangements, schedules.
- Help passengers to plan for their trips.

Cashier

(Jan 2015 to July 2018)

Mezan Super Store Rawalpindi Pakistan

- Cash Handling
- Calculating amount due for goods and/or services purchased by customer at counter.
- Receiving and processing payments in cash and credit cards.
- Assisting customers with problems in a polite manner.
- Counting the cash in the register at the end of shift and ensuring it matches recorded by the system.