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VISA Status: VISIT



OBJECTIVE:

Detail-oriented and customer-focused **Cashier cum Administrative Assistant** with a proven track record of accurately handling transactions and providing exceptional service. Seeking to contribute my strong mathematical skills and excellent communication abilities to a dynamic retail team, ensuring seamless operations and an outstanding customer experience.

EXPERIENCE SUMMARY:

- **Software:** MS Office, Oracle ERP, Excel, Word, POS systems, Business Intelligence ERP system

TRAINING AND CERTIFICATION:

- British Council certified English professional
- Microsoft Office Certified professional
- Oracle ERP Certified
- Product Cost and Investment Cash Flow Analysis certified

QUALIFICATION:

- Public administration & Management with 3.50 CGPA from Bahauddin Zakariya University Multan, Pakistan– 2017 – 2021
- Intermediate, 72%
- Matriculation, 82%

JOB HISTORY:

Cashier: (Zarai Taraqiati Bank Limited)
(October 2022- July 2023)

- **Accepting Deposits:** Greeting customers and accepting their deposits into their accounts, whether in the form of cash, checks, or other instruments.
- **Processing Withdrawals:** Assisting customers in withdrawing funds from their accounts, either in cash or through other withdrawal methods like checks or electronic transfers.
- **Cashing Checks:** Verifying the authenticity of checks presented by customers and disbursing the appropriate amount in cash.
- **Providing Change:** Dispensing change to customers who need it, especially for larger denomination bills.
- **Handling Currency Exchange:** Assisting customers with currency exchange transactions, if the bank offers this service
- **Balancing Cash Drawer:** Ensuring that the amount of cash in the cashier's drawer matches the records at the beginning and end of each shift to maintain accuracy and security.
- **Customer Service:** Providing information to customers regarding their accounts, explaining bank products and services, and addressing

Cash Controller & Retail Cashier: BPRO- LIMITED
(September 2021- October 2022)

- Accurately and efficiently process customer transactions using the company's Point of Sale (POS) system.
- Handle cash, credit card, and electronic payment transactions, providing customers with accurate change and receipts.
- Ensure the security of cash and payment instruments, including regular cash drawer reconciliations and compliance with company cash handling policies.
- Assist customers with product inquiries, pricing, and resolve any billing discrepancies or issues professionally.
- Maintain a clean and organized cashier area, including restocking merchandise and promotional materials. Manage the petty cash fund, including maintaining an accurate record of all expenditures and receipts.
- Replenish petty cash as needed, ensuring that there is always a sufficient amount on hand for minor expenses.
- Review and verify expense claims submitted by employees, ensuring they adhere to company policies and guidelines.

Sui northern gas pipeline limited (Operations and customer service)
(March 2020 – August 2020)

- Managing the operations desk with the manager operations.
- develop and implement operational plans and strategies aligned with the organization's overall goals and objectives.
- Monitoring and ensuring that products or services meet quality standards.
- Addressing any issues or challenges that may arise in the day-to-day operations of the organization.