



ZOHAIB TOUSEEF CHUGHTAI

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Objective

“To be a part of an organization where I could use and enhance my knowledge and talent for the development of the organization and myself both personally & professionally”

Skills

- Time Management
- Problem Solving
- Management Skills
- Leadership
- Interpersonal Skills
- Customer Service
- Computer Skills
- Communication
- Active Listening

Academic History

- Content Marketing & Advertising
2023
- Masters in Commerce. B.com
(HONS) Marketing **2018**
(University of the Punjab)

CAREER HISTORY

Ravi Exchange Company Limited - July 2022 to August 2023

Role & Responsibilities

- Answer customer's questions, and provide information on procedures or policies.
- Maintain awareness of fake currency notes, both local and foreign.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Must have adequate speed in cash counting and recognizing fake currency.
- Tabulate bills using calculators and cash registers.
- Issue receipts or change due to customers.
- Sort and count currency and coins.
- Carefully and accurately handle currency deposit and withdrawals from banks.
- Calculate totals, received and paid during a time period, and reconcile this with total Transactions.
- Obtain confirmation by the concerned officer for every inward/outward remittance dealing.
- Arrange and withdraw the cash from bank for other branches.
- Guide the safest route for cash van to move cash.
- Guide and lead my juniors about work.
- Take responsibilities of branch manager in his absence.
- Visit other cities branches and supervise their staff members.

Chaayé Chobara - October 2018 to June 2022

Role & Responsibilities

- Hired, trained, and coached staff members on customer service skills, food & beverage knowledge, health & safety standards in preparation for the Grand opening of Restaurant.
- Handling of General Ledger, Cash & Bank Book.
- Payroll.
- Controlling of Receivables & Payables.
- Recording & Classifying of accounts.
- Reduced variable costs through tighter controls on overtime

Academic History

- Intermediate (BISE
Gujranwala, Pakistan)
2014
- Matriculation (BISE
Gujranwala, Pakistan)
2010

**Technical Qualification &
Computer Skill**

- MS Office (Word, Excel)
- QuickBooks Accounting
Software
- Peachtree Accounting Software
- Tally Accounting Software
- Completed Computer Typing
Course
- Assembling Computer
- Canva

Languages Known

Fluent in Urdu, English, Punjabi

Personal Details

Nationality: Pakistani
Gender: Male
Date of Birth: 14 August, 1994
Religion: Islam
Marital Status: Single
Visa Status: Visit Visa
Valid till 18 November 2023

Bank Alfalah Ltd. - July 2017 to August 2017

Role & Responsibilities

- Hold Meetings with clients seeking Financing for their Potential Projects.
- Provide information to Clients & Check Feasibility report for analyzing their proposal.
- Provide banking assistance to bank customers in handling their deposits and payments.
- Assist and support bank administration in its operational issues.
- Gather and analyze financial and related data of customers.
- Assist customers in handling their deposits and check payments.
- Ensure compliance of security and banking policies and guidelines in banking assistant functions.
- Provide Feedback to higher authorities about daily activities.

Gourmet Foods Pakistan - October, 2013 to August, 2014

Role & Responsibilities

- Received and counted stock items and recorded data manually issued and distributed materials, products, parts and supplies to customers and coworkers, based on information from incoming requisitions.
- Kept records on the use and damage of stock and stock handling equipment.
- Work in an environment that at times can be hot and humid.
- Perform 8 or more hours of standing, walking, bending, lifting, and carrying products in combination at any given time.
- Assisting customers by loading purchased product into vehicles.
- Maintaining appearance of the store's interior and exterior to company standards.
- Participating in freight flow process including merchandise presentation and recovery.