



RAWAL HANIF

My Contact

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☎ +971503150986

Dubai, UAE – on employment visa

immediate available

📍 Bur Dubai Al- fahidi

Hard Skill

- Strategy
- Communication
- leadership
- Customer relationship management
- Ms Office

Soft Skill

- Flexcube oracle
- Telly Erp Oracle
- Tally accounting software ERP
- Multi-tasking

Education Background

● NUML UNIVERSITY MULTAN

MBA FINANCE

Completed in 2020

● IT (COMPUTER DIPLOMA)

*Certificate in COMPUTER DIPLOMA
MS OFFICE*

Completed in 2020

Language

- English
- Urdu
- punjabi
- balochi

Objective

Dedicated and detail-oriented in the experience. ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change. Responsible for counting the contents of the cash register drawer at the end of each shift, maintaining receipts, records, and withdrawals

Professional Experience

Nrsp Micro Finance Bank Ltd. | Cash officer 2020 – 2023

Key responsibilities:

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics
- Balancing the cash register and generating reports for credit and debit sales.
- Processing refunds and exchanges, resolving complaints.
- Cash Handling
- Assisting customers with basic transactions, such as making deposits and withdrawals.
- Accepting cash, checks, and other forms of payment from customers and keeping deposit slips, checks, and cash in order
- Verifying customers' identities and ensuring the paperwork is properly completed and they have sufficient funds in their accounts to cover their transactions.
- Answering customers' questions about their accounts and the bank's services and products.
- Recording all customer transactions electronically
- Understanding and following federal banking laws and bank procedures

National Logistics Corporation – Assistant Accountant 2018 – 2020

- Key responsibilities:
- ERP software Module 11i and 12 (AP, AR, GL, CM, FA, and inventory
- Credit cases according to bank policy
- Data check
- petty Cash control and its audit on a regular basis
- Maintain all ledgers including cash, banks, suppliers, and store
- bank Reconciliation Statements
- Preparation of cash book for All projects
- Access Accounting software maintains all ledger and supplier accounts