



# AISHA MEHMOOD



ACCOUNTANT/CAHSIER

**Nationality:** Pakistani  
**Marital Status:** Married  
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## WORK EXPERIENCE



### Head Cashier/Accountant

**Allied Bank Limited**, a global banking firm that specializes in Banking and Finance

**Jan 2016–June 2023 (7 years, 6 months)**

- Manage cash levels and liquidity, optimizing flow and maintaining reserves for daily operations.
- Maintain meticulous transaction records, ensuring compliance and mitigating operational risks.
- Foster strong customer relationships, addressing inquiries and needs for an exceptional banking experience.
- Collaborate on training programs, equipping cashiers for effective performance.
- Identify process improvements, leveraging technology for enhanced efficiency and customer satisfaction.
- Prioritize customer-centric solutions, resolving issues promptly with professionalism and integrity.



### Intern, Cashier

**Silk Bank Limited**

**Dec 2014 - Feb 2015 · 3 months**

- Assist in customer transactions, handling cash, checks, and credit cards under supervision.
- Operate cash registers and equipment accurately and efficiently.
- Maintain transaction records, learn basic accounting, and cash management procedures.
- Provide friendly and professional customer service, ensuring a positive experience.
- Uphold security measures and compliance, ensuring transaction integrity.
- Foster strong communication and teamwork skills in a diverse environment.
- Participate actively in training sessions for a strong foundation in banking operations.

## EDUCATION HISTORY

### Masters In Business Administration

PMAS University | 2015

### Economic Bachelor's degree,

Punjab University Punjab University | 2008

- Grade: 1st division

## AWARDS AND CERTIFCTAES

- Awarded to Teller training program ABL Ltd
- Awarded to personality Development Workshop
- Training session on Entrepreneurship

## SKILLS

Cash Handling

Customer Service

Problem Solving

Financial Reporting

Budgeting

Administration

Accounting Softwares