



MEHREEN SARFARAZ

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Stay in UAE Till 31-Dec-2023

SUMMARY

Ambitious, looking for a challenging job where I can be a key team member, making an important contribution to the financial health and strategy of a growing company.

QUALIFICATION

- **Bachelor of Arts**, Punjab University
- **Intermediate**, Lahore Board of Secondary Education
- **Matriculation**, Lahore Board of Secondary Education

EXPERIENCE

1. Ravi Exchange Company

Feb 2022 – Till Date

Branch manager

Responsibilities:

- Dealing with exchange companies
- Authorization of all transactions
- Check exposure report, to see profit and loss.
- Report head office at the end of every month. (RIA MG WU)
- Audit and then afterwards response.

2. Dollar East Exchange Company

Dec 2019 – June 2021

Teller

Responsibilities:

- Exchange Money.
- Dealing with walk in customers, receiving, counting, and checking of incoming & Outgoing Currency. Making Sure that huge amount bills are supported by Customer identification.
- Counter Operations.
- Responsible for Handling Customer Transactions.

Western Union / Money Gram Inward & Outward

- Receive money.
- Send Money.
- Compliance of Inward & Outward Transactions.
- Reconciling of Transactions at Day End.

1 Link Collection Utility Bills

- Deal Customer
- Collect Cash
- Post Entry into 1link software

TT /DD

- Deal Customer
- Collect all detail
- Post entry into software
- Report about TT /DD to head office

3. NBP Exchange Company Limited

Aug 2017 – Aug 2019

Teller

Responsibilities

- Exchange Money.
- Dealing with walk in customers, receiving, counting, and checking of incoming & Outgoing Currency. Making Sure that huge amount bills are supported by Customer identification.
- Counter Operations.
- Responsible for Handling Customer Transactions.

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- Deal Customer
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4. Link International Exchange Company**Jan 2014 – Dec 2015****Teller**

- Deal Customer
- Exchange Money
- Look after all records of files
- Reconcile the profit and loss of branch.
- Reporting audit.

Western Union / Money Gram Inward & Outward

- Receive money.
- Send Money.
- Compliance of Inward & Outward Transactions.
- Reconciling of Transactions at Day End.

1 Link Collection Utility Bills

- Deal Customer
- Collect Cash
- Post Entry into 1link software

TT /DD

- Deal Customer
- Collect all detail
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COMPUTER SKILLS

- MS Word
- MS Excel
- Composing
- Basic Computer
- Good Communication
- Good Reading & Writing
- Critical Thinking
- Corel Draw 13

INTERESTS

- Gardening
- Music
- Photography

LANGUAGES:

- Urdu
- English