




MD. IMRAN KAIAS



CASHIER

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 Dubai, United Arab Emirates



PROFILE SUMMARY

I am an experience cashier with a strong customer service background. I have over 2 Years of experience working in exchange house. My strongest asset is my ability To provide excellent customer service and handle transactions quickly and accurately. I have excellent problem-solving skills and work well independently or as part of a team. I am highly organized and able to multitask efficiently to ensure that customers are serviced in a timely manner. I am great at building relationships with customers and have developed strong interpersonal skills. I process excellent math skills and am proficient with computers, scanners and other cash handling equipment.



EDUCATION

- M.B.A in Finance from University of Science and Technology Chittagong, Bangladesh (2017)
- B.B.A in Finance from University of Science and Technology Chittagong, Bangladesh (2015)



CORE COMPETENCIES

- Developing, implementing and maintaining a business plan for the branch.
- Ability to analyze and solve the problems also make decisions time wise.
- Excellent verbal and written skills of communication.
- Honest, trust worthy and sincere with the assigned work.
- Great knowledge of using computer system.
- Always intend to reach the targets metric.
- Cash management (Payment and Receipts).
- Build and develop better relations with new and existing customers.



PROFESSIONAL EXPERIENCE

SA'AD EXCHANGE, Cashier: (2021 to till now)

Provided excellent customer service while managing transactions efficiently and accurately in a high-volume environment. Demonstrated strong organizational and time management skills, while consistently meeting daily targets. Served for two year as Cashier:

- Cash handling, customer service, balance drawer and managing petty cash.
- Purchasing and selling of foreign currencies.
- Sending money to various bank accounts through wire transfer in different countries.
- Sending and receiving money through instant money service like Instant Cash, Western Union, Transfast, Uremit.
- Attend all compliant and inquiries from the customer regarding their bank transfer, fast remit and non-credit of transferable fund.
- Handling wages protecting system (WPS), WPS account opening and salary disbursal etc.
- Balanced the cash drawer at the end of each shift
- Collaborated with colleagues to ensure smooth operations.



SKILLS

- Problem-solving
- Customer Service
- Team work
- Accountable
- Compassionate
- Critical Thinking
- Basic Computer skills



LANGUAGE

- Bangla
- Hindi
- English
- Urdu
- Arabic



HOBBIES

- Reading
- Fishing
- Travelling
- Playing



PERSONAL DETAILS:

Date of Birth: 11/08/1993
Nationality: Bangladesh
Religion: Islam
Marital Status: Single
Sex: Male
Visa Status: Employment