



AKBAR KHAN

Visa status: Residence



+971568722935



[Akbarofc99@gmail.com](mailto:Akbarofc99@gmail.com)

Computer Skills

MS Word and MS Office MS excel.

Photo shop cs4.

Education

BS Economics

Institute of management science

Pakistan

language

Can speak, write, and read fluently.

English Urdu

Nationality

Pakistani

Dob 1992

Software knowledge

Open bravo, T24,  
Tally. Pos.

Professional summary

Seeking a challenging appointment that utilizes my academic knowledge. and experience of years to further gain relevant experiences and develop my interpersonal skills that enhance a successful professional career.

Work experience

Cashier

Al Accad Department Store (organic food and café) UAE

from Sep 2022 to oct 2023

ROLES

- Scan goods and ensure pricing is accurate.
- Collection of cash whether in cash or credit
- Redeem stamp and coupon.
- Resolve customer complaints, guide them, and provide relevant information.
- Cash handling, keeping records, maintaining register and cash balance on daily bases.
- Answer calls, replying to mails, handling merchandise returns and exchange.
- Making records on daily, weekly, and monthly bases and sending to accounts
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.

Head Cashier

Allied Bank Ltd Pakistan

from 2018 to 2022

Roles and Responsibilities

- Pass transection accurately and most efficiently in limited time.
- Provided customers with elevated level of service, privacy and confidentiality, and friendly, welcoming attitude.
- Opening of cash safe on time and keeping record on daily base.
- Performing all kind of counter services incudes cash payment, receiving cash, cheques payment and transfer to account, deposit receipts.
- Payment of remittances and keep customer records.
- Receiving utility bills, fee slips, deposit vouchers.
- cash balance, tilly with system and keeping cash in safe drobox.
- Handling customer service, resolving customer quarries.
- Keeping accurate records for all daily cash transactions.
- Operating ATM machine on daily bases.
- Sale and purchase of bons and keeping safe in locker according to date.

Skills

Communication      Active listening      math skills      Patience  
Problem-solving      Product knowledge      Time management

**DECLARATION** I hereby declare that the Information stated above is true to the best of my knowledge.