

# Muhammad Waseem Khan



Accounting Cashier

Phone: 0557580366

Email: [mwaseemggm@yahoo.com](mailto:mwaseemggm@yahoo.com)

Address: Dubai, UAE

## Objective

Energetic and cordial customer service professional with skills in money management and communication. Handles working in the cashier role with ease and enjoys being part of a team to get tasks done more quickly. Always open to learning on the job.

## Personal Information

Gender: Male

Nationality: Pakistani

Date of Birth: 05-03-1997

## Education

**Abdul Wali Khan University**  
Master Of Commerce (M.com)

2016-2018

**Abdul Wali Khan University**  
Bachelor Of Commerce (B.com)

2014-2016

## Experience

### Accounting Cashier

Pak Darbar Group of Restaurants  
(Dubai, UAE)

Feb 2020 - Continue

- Managed accounting operations, accounting close, account reporting and reconciliations
- Performed debit, credit and total accounts on computers spreadsheets/database using specialized accounting software.
- Received, Recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transaction.
- Regularly Deposited Post-Dated Cheques (PDCs) in The Bank, Contributing to Seamless Financial Operations.
- Balanced and calculated Daily Cash Sales and Credit Sales of 28 Restaurants.
- Reconcile the general ledger cash clearing account for returned checks.
- Maintain an accurate record of petty cash fund transactions and initiates its replenishment.

## Technical Skills

- Microsoft office  
(Proficient in MS Excel)
  - Accounting Software's
  - Typing Speed (48wpm)
  - Diploma of Information Technology (D.I.T)
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## Languages

- English
  - Urdu
  - Pashto
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## Reference

Name : Asad Khan  
Designation : Customer Service English Department  
Contact No : 00971-56-1120480  
Emp ID : 19684  
Company : Al Ansari Exchange