

# HASSAN RAZA

## POST APPLYING: REMITTENCE CLERK

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### CONTACT

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United Arab Emirates

### PROFILE

Bachelor's of Science in Information Technology, with cash handling as cashier and administrative experience. Proficient in cash handling, Customer service, following rules, time management, communication, , data organization, data entry , data management ,performing office tasks, and providing exceptional support. Seeking to apply knowledge and skills to contribute effectively in a professional setting.

### SKILLS

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Microsoft Office suite  
Operate Office Equipments  
Cash Handling  
Customer service  
Time management

#### Additional Skills

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Graphic Designing  
Adobe Photoshop  
Figma  
Canva

### Languages

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English  
Urdu  
Punjabi  
Hindi

### EDUCATION

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University of Sialkot , Pakistan

#### 2018-2022

BS (Information Technology)

Punjab Group of Colleges

#### 2016-2018

ICS

BISE Gujranwala Pakistan

#### 2016

Matriculation

### EXPERIENCE

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#### Admin Assistant with Binham Electromechanical LLC. ( Abudhabi)

##### Aug 2023 – Till now

Job responsibilities:

- Performing Data entry , ensure and review date accuracy.
- Handling petty cash and keep record
- Updating timesheet and Bills in Oracle ..
- Responding E-mails , calls and queries.
- Maintain , store and update documents.
- Prepare reports as per company requirements.
- Keeping records of bills and all important company documents.
- Arrange meetings and interviews.
- Using office equipments( photocopier , Laminating machine, Phone) and ensuring that equipments are working smoothly.

#### Cashier with Bajwa Super Store (Pakistan)

##### Oct 2022 - july 2023

- Handling and collecting payments physically and digitally.
- Handling cash registers.
- Offering customers to register for offers and discounts.
- Register customer and Processing coupon and voucher.
- Maintaining a clean workplace.
- Issuing receipts and bagging purchase's..