



Name : **MUHAMMAD ARSALAN**  
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Email add. : [arsalan.soft@gmail.com](mailto:arsalan.soft@gmail.com)  
Driving lic. : Light motor vehicle (Dubai)  
Nationality : Pakistani  
Date of Birth: 3<sup>rd</sup> December 1989  
Visa status : Employment visa

#### OBJECTIVE:

- ✚ To obtain a challenging position that will allow me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity.

#### PROFILE:

- ✚ Excellent communication skills, customer service, computer skills with proficiency in MS Office and Outlook.
- ✚ Passionate hard worker and well-organized professional with power to prioritized, multitask and ability to cope up with a fast-paced environment.

#### PROFESSIONAL EXPERIENCE:



##### ELIZ GOLD TRADING LLC

Cashier (5<sup>th</sup> Oct 2021 – Present)

Al Daghaya road, Naif Area Deira Dubai UAE

##### Duties and Responsibilities:

- Received payment from the clients and post in the journal entry
- Ensuring the payments, received amounts and records are correct.
- Recording and filling cash transactions
- Handling bulk cash
- Invoice and vouchers processing and filling.
- Maintaining sound relationship with the customer.
- Prepare daily report and submit to the Accountant



## MESRKANLOO INTERNATIONAL EXCHANGE

Foreign Currency Cashier (June 2019 – Sept 2021)

Al Sakha road, Naif Area Deira Dubai UAE

### Duties and Responsibilities:

- Purchasing and selling of foreign currencies based on U.A.E rules and regulation
- Aware of AML (Anti-Money Laundering). Adheres to the AML Policies, regulatory requirements and other policies of the company and audit compliance of the Central Bank.
- Practices Know Your Customer (KYC), Customer Due Diligence (CDD) and EDD.
- Understand customer needs and provide appropriate solution and attention in order to Achieve customer delight.
- Maintaining sound relationship with the customer.
- Observing high level of cooperation with the colleagues, with Branch In-charge and with all the Supports units. Thus, a team player
- Ensures no racial discrimination or biases on basis of nationality, color, race and income.
- Follow all the circulars from the Management and respect the rules/policies of company.



## DESERT EXCHANGE

Cashier (NOV 2014- MAY 2019)

Naif area Deira DUBAI UAE

### Duties and Responsibilities:

- Handling local & foreign currencies buying and selling with exchange houses.
- ATM machine cash handing.
- Shipments send and receive.
- Full awareness and knowledge of Western Union, Transfast, Instant Cash & GCC Remittance.
- Fund arrangement of TT like Foreign currency
- Arranging Commercial and TT through local bank and exchange house
- Adopts the "Know Your Customer" (KYC) rule and request of Clients to submit identification Documents and other documentary o requirements, services opening bank account.
- Customers supports and service
- Telex transfer INR TT, USD TT, EURO TT & GBP TT
- Knowledge in SWIFT CODES, IBAN AND IFSC CODES
- Western union, Transfast, Instant Cash receiving and sending

**ACADEMIC EDUCATION:**

Intermediate F.S.C (Pre-Engineering)

Board of Intermediate Education Karachi, PAKISTAN

**CERTIFICATION:**

- Certificate in Peachtree Accounting
- Anti-Money Laundering Course from FERG, Dubai, UAE
- MS Office & Internet Browsing
- Graphic Designing
- Customer delight course

**LANGUAGE:**

- URDU (NATIVE)
- ENGLISH (READ/WRITE)
- ARABIC (CONVERSATIONAL)

**REFERENCES**

Will be provided if required