

Muhammad Arsalan

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DUBAI, UNITED ARAB EMIRATES

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.
- Excellent communication skills, customer service, computer skills with proficiency in MS Office and Outlook.



Experience

Head Cashier 10/2021 – Present

ELIZ GOLD TRADING LLC, Dubai, U.A.E

- 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 counting
- Invoice and vouchers processing and filling
- Prepare daily report and submit to the Accountant

Cashier 05/2019 to 09/2021

MESRKANLOO INTERNATIONAL EXCHANGE, Dubai, U.A.E

- 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
- Practices Know Your Customer (KYC), Customer Due Diligence (CDD) and EDD
- Maintaining sound relationship with the customer

Cashier 11/2014 to 04/2019

DESERT EXCHANGE, Dubai, U.A.E

- Handling local & foreign currencies buying and selling with exchange houses
- Full awareness and knowledge of Western Union, Transfast, Instant Cash & GCC Remittance
- Western union, Transfast, Instant Cash receiving and sending

Highlights

- Driving license (Dubai, U.A.E)
- Anti-Money Laundering Course from FERG, Dubai, UAE
- MS Office & Internet Browsing
- Graphic Designing (PHOTOSHOP)
- Customer delight course
- Certificate in Peachtree Accounting

Education

Intermediate F.S.C (Pre-Engineering)

Board of Intermediate Education
Karachi, PAKISTAN

Language

- Urdu, Hindi
- English
- ARABIC (CONVERSATIONAL)