

RASHID KHAN

Remittance Officer

Address: Morrocow Custer I-07 International City,
Dubai
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Skills: Project management
Strong decision maker
Complex problem solver
Creative design
Service-focused

Work History: **AA Exchange Company**
Islamabad
January, 2022-January, 2024

**Working at
Job:**

- Executed customer transactions regarding cash, money orders and money exchange
- Proficient in exchanging 30 different currencies
- Maintained balancing record with 100% rate of accuracy
- Proficient in using computers and other office equipment
- Exceeded monthly sales goal
- Recorded amounts received and prepared reports of transactions
- Processed exchange and foreign currency
- Maintained friendly and professional customer interactions
- Trained new employees regarding money exchange procedures and cash drawer handling
- Performed all duties as assigned by supervisor
- Worked with many remittance platforms, Microsoft Office, and Wall-Soft
- Kept documents clear, made EDD and other forms.

Current Visa

Status: Freelance Visa with a Year+ Validity

Education: **Secondary School Certificate (Science Group)**
Federal Board of Intermediate & secondary Education, Islamabad.

Intermediate in Commerce (I.Com)
Federal Board of Intermediate & secondary Education, Islamabad.

Language: English – Urdu – Native Pashto.