

MUHAMMAD ABDUL WAHAB

CUSTOMER SERVICE | TELLER | CASHIER | SALES |
DATA ENTRY | COMPUTER OPERATOR

Mob no : +971509826765

Email Id : abdulwahabga743@gmail.com

Current Address : Muteena, Deira, Dubai UAE

Permanent Address : Gujranwala, Punjab, Pakistan



SKILLS:

- Customer Service
- Data Entry
- Teller
- Cash Handling
- Flexibility
- Quick to Learn
- Problem Solving
- Well Communication
- Good Typing Speed
- Time Management
- Responsibility
- Ms Office
- Front Office Desk
- Honest and Sincere
- Team Work

PROFESSIONAL EXPERIENCE:

AL GHURAIR EXCHANGE (UAE)

March 2022 To March 2024



TELLER | CASHIER | CUSTOMER SERVICES

- Cash transaction instruments like remittance, foreign currency exchange, WPS, Vat Payment, Pension Payment and Utility bills Payments etc.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Practices the know your customer(KYC) and Customer due Diligence(CDD), adheres to the AML policy, regulatory requirements of the company and compliance of the central bank.
- Wps handling and processing SIF file and uploading in the system.
- Preparing salary cards C3 Rak bank and uploading in C3 system.
- Achieving and exceeding on customer service objective for customer satisfaction and thereby repeat sales and transactions by providing knowledge and guiding them through demonstration.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Provides support and information to customers, over the counter and by phone.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Open / close branche as required and ensuring all tasks and checks are completed.
- Maintains a cash float and follows balancing and reconciling procedures, prepares daily 'End of Day' sheet at the closing of each business day.

September 2017 To October 2020

SALES ASSOCIATE | CASHIER | COMPUTER OPERATOR

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Assist with to prepare various excel reports.
- Accounting clerical duties such as filing, making collections phone calls and sending out due correspondence.
- Operating scanners, cash registers, and other electronic devices.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate.
- Issuing a receipt to every customer.
- Processing refunds and exchanges.
- Resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Maintaining a clean workspace.

IDEAS BY GUL AHMED (GUJRANWALA, PAKISTAN)

March 2015 to August 2017

CASH COUNTER EXECUTIVE

- Handling and recording entries for transactions, deposits and withdrawals.
- Managing customer concerns to provide them with a first-rate shopping experience.
- Responsible for such other duties and assignments which the Company deems appropriate.
- Training, supervising and appraising new staff.
- Maintaining statistical and financial record, and stock control.
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so.
- Preparing promotional materials and displays.

EDUCATION:

Bachelor of Arts 2019 (Punjab University, Lahore,
Pakistan)

LANGUAGES:

English ,Urdu, Punjabi and Hindi.

PERSONAL DETAILS:

- DOB : 23/03/1994
- Nationality : Pakistani
- Marital Status : Single
- Visa : Employment Visa
- Passport No : KF1074412

