



AQIB JAVED KHAN

DATA ENTRY OPERATOR/CASHIER

PROFILE

A reliable and detail-oriented professional with experience in data entry and cashiering. Skilled in typing accurately and handling large amounts of data efficiently. Proficient in managing cash transactions, operating cash registers, and ensuring accurate payments. Experienced in using Microsoft Office and POS systems. Known for providing excellent customer service and resolving issues quickly. Looking to apply my skills and contribute to a team-oriented environment.

CONTACT

AJAVEDKHAN55@GMAIL.COM

0521424320

PARCO, JABAL ALI KTC CAMP DUBAI

EXPERIENCE

DATA ENTRY OPERATOR/TIMEKEEPER

KTC INTERINATIONAL LLC, DUBAI

MARCH 2024-PRESENT

- Efficiently entered and updated large datasets into company databases, ensuring high accuracy and data integrity.
- Managed timekeeping records using Excel and ERP software, tracking employee hours, attendance, overtime, and leave balances.
- Processed and verified timecards in ERP software, ensuring compliance with company policies and local labor regulations.
- Generated detailed timekeeping reports using Excel for payroll and management review, identifying discrepancies or issues.
- Worked closely with HR and payroll teams to resolve timekeeping errors and ensure accurate payroll processing.
- Trained new employees on using Excel and ERP systems for time tracking and data entry.
- Regularly updated and maintained employee attendance records, ensuring all data was up-to-date and error-free.

Additional Responsibilities:

- Prepared and processed gate passes for incoming and outgoing materials, ensuring proper documentation and compliance with company procedures.
- Coordinated with suppliers to arrange timely vehicle deliveries and pickups, ensuring smooth logistics operations.
- Followed up with suppliers and transportation teams to ensure on-time delivery and resolve any transportation-related issues.
- Managed communication between departments to track the progress of vehicle shipments and ensure that all schedules were met.

CASHIER, LIYAQAT EXCHANGE, KP, PAKISTAN

JANUARY2023-DECEMBER2023

- Processed currency exchange transactions accurately, ensuring the correct rates and amounts were given to customers.
- Handled cash and foreign currency with precision, following company guidelines and financial regulations.

LIYAQAT CURRENCY

CASHIER

- Assisted customers with buying and selling foreign currency, providing information on exchange rates.
- Balanced the cash register and ensured the accuracy of cash at the beginning and end of each shift.
- Maintained detailed records of daily transactions and prepared reports for management.
- Provided excellent customer service, addressing customer inquiries and resolving issues efficiently.

EDUCATION

BACHELOR OF SCIENCE IN STATISTICS UNIVERSITY OF
MALAKAND

SEPTEMBER 2023

DIPLOMA INFORMATION AND TECHNOLOGY

KHYBER MEDICAL INSTITUTE OF SCIENCES KP

2022

KEY SKILLS AND CHARACTERISTICS

Cashier, ERP Software Data Entry, Strong interpersonal & communication skills • Strong interpersonal & communication skills • excel • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Excellent Organizational skills •