



# Muhammad Jamil

## CASHIER

### About Me

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I am a Bachelor Degree holder in Commerce from Pakistan. I have been working in the banking field since 2015. I am having experience in banking field, worked with different organization including United Bank Limited and Departmental store.

### PROFILE

I am willing to give total support to the organization that I am in, with the Capabilities and the need for hard work that I have, to achieve the organization's goals, and to create mutual benefits.

### CONTACT

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### TECHNICAL SKILLS

Cash management  
Customer dealing  
Account Management

### LANGUAGES

English (Full)  
Arabic (BASIC)  
Urdu/Hindi (National)

**NATIONALITY: Pakistan**

### EDUCATION

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**Bachelor of Commerce (Punjab University Lahore Pakistan 2014)**  
**Diploma of Commerce (Govt College of Commerce Murree 2011)**

### SKILLS

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**Skilled at receiving and processing transactions.**  
**Strong mathematical skills.**  
**Attention to detail.**  
**Knowledge of proper cash handling procedures.**  
**Ledger balancing.**  
**Balance allocation.**  
**Cash drawer maintenance.**  
**Loan processing.**

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## **PROFESSIONAL EXPERIENCE**

### **TEHZEEB BAKERS ISLAMABAD**

**DURATION:** JAN 2015-JAN 2016

**POSITION:** Cashier

**COMPANY/ORGANIZATION:** TAHZEEB BAKERS ISLAMABAD

#### **JOB ROLE:**

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment
- Work as a team to meet store sales goals
- Handle customer complains
- Process layaways, returns and exchanges
- Maintain clean and tidy checkout area
- Assist in stocking and rotating merchandise
- Scan and bag items accurately and efficiently
- Stay up to date on merchandise promotions, advertisements and product information

### **UNITED BANK LIMITED PAKISTAN**

**DURATION:** NOV-2016 FEB TO MAY 2017

**POSITION:** BANK TELLER

**COMPANY/ORGANIZATION:** UNITED BANK LIMITED ISLAMABAD PAKISTAN

#### **JOB ROLE:**

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.
- Sells cashier's checks, traveler's checks, and series e bonds.
- Answers questions in person or on telephone and refers customers to other bank services as necessary.
- Records transactions by logging cashier's checks, traveler's checks, and other special services; preparing currency transaction reports.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative.
- Completes special requests by closing accounts, taking orders for checks, opening and closing Christmas and vacation clubs, exchanging foreign currencies, completing safe-deposit box procedures, and providing special statements, copies, and referrals.
- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins.
- Reconciles loan coupons and other transactions.
- Maintains supply of cash and currency and turns in excess cash and mutilated currency to head teller.
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof.

- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

## **AL JABER SECURITY SERVICES**

**DURATION: MAY 2017 TO PRESENT**

**POSITION: SECURITY OFFICER**

**COMPANY/ORGANIZATION: AL JABER SECURITY SERVICES ABU DHABI**

### **JOB ROLE:**

- Inspect and patrol premises regularly
- Monitor property entrance
- Authorize entrance of people and vehicles
- Report any suspicious behaviors and happenings
- Secure all exits, doors and windows
- Monitor surveillance cameras
- Respond to alarms and react in a timely manner
- Provide assistance to people in need
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action