

ZOHAIB KHAN

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Dubai - UAE



OBJECTIVE

Dedicated and versatile professional with more than years of experience as a Money Exchange Cashier and Salesman. Skilled in handling financial transactions, ensuring accuracy, and maintaining compliance with financial regulations, while also delivering exceptional customer service and driving sales growth. Proficient in managing currency exchange processes, providing tailored solutions, and fostering strong client relationships to meet business objectives.

EXPERIENCE

- **Hadi Exchange**
Money Exchange Cashier
Processed foreign currency exchange transactions, including buying and selling multiple currencies.
Handled cash, credit, and debit card payments with accuracy and efficiency.
Verified and authenticated currency notes to detect counterfeit bills.
Maintained accurate records of daily transactions and prepared end-of-day cash reconciliation reports.
Provided excellent customer service by assisting clients with inquiries about exchange rates and transaction processes.
Ensured compliance with anti-money laundering (AML) and financial regulations.
Monitored and reported suspicious transactions in line with company policies.
Utilized MS Office to generate reports, update transaction logs, and manage financial data.
Balanced cash drawers daily to ensure no discrepancies and reported any variances.
Collaborated with team members to ensure smooth operations during peak business hours.
- **Hadianta Project Management Services LLC**
Sales Officer
Results-oriented and customer-focused Salesman with 1 years of experience in retail and sales. Proficient in building strong relationships with clients, achieving sales targets, and delivering exceptional service. Skilled in product knowledge, inventory management, and driving business growth through effective sales strategies.
- **Gadoon Children Academy (Swabi)**
Teacher
Dedicated and passionate educator with 1 years of experience in teaching various subjects at O Level. Proficient in developing engaging lesson plans, fostering a positive classroom environment, and empowering students to achieve academic excellence.

EDUCATION

GHSS Kabgani (Swabi)
Matric
A1 Grade
GHSS Kabgani (Swabi)
FSC Pre-Medical
A Grade

SKILLS

- Cash handling and POS system operation
- Accuracy and attention to detail

- Time management and multitasking
- Team collaboration and communication
- MS Office proficiency (Excel, Word, and Outlook)
- Reporting and record-keeping skills

LANGUAGES

- English
- Urdu
- Hindi
- Pashto