

**Muhammad Amir**

Dubai, United Arab Emirates

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**Profile**

As a dedicated cashier with several years of experience in various retail settings, I am committed to delivering excellent customer service with a positive attitude and a smile. I take pride in being organized and detail-oriented, consistently ensuring smooth transactions and accurate account management. My experience includes effectively handling daily cash flow, maintaining inventory, and creating a welcoming environment for customers. With a proven track record of reliability and a strong work ethic, I excel at multitasking in fast-paced environments while providing exceptional service that keeps customers returning.

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**Experience****Transguard Group–Dubai, UAE**

*Cashier (Customer Services)*

**Feb 2024 – Present**

- Recorded and reconciled cash transactions with 100% accuracy.
- Assisted customers with ticket bookings, cancellations, and changes.
- Maintained daily transaction records and prepared accurate reports for the head office.
- Delivered high-quality customer service and adhered to company policies.

**AB Yankees Automotive**

*Accounts Receivable agent*

**JUNE 2022 – Dec 2023**

- Supported senior accountants in preparing financial statements and balance sheets.
- Managed accounts payable/receivable and oversaw month-end closings.
- Utilized financial software to maintain accurate financial records.

**Ravi Exchange - Pakistan**

*Cashier (Customer service)*

**Feb 2022 – MAR 2023**

- Keep accurate records of foreign currency exchange transactions.
- Provide customers with current foreign exchange rates.
- Ensure compliance with applicable laws and regulations.
- Verify customer identification.

**City Hospital – Multan, Pakistan**

## *Cashier (Customer Services)*

**Apr 2018 – Sep 2021**

- ❑ Processed cash/credit transactions and balanced daily accounts.
  - ❑ Maintained logs for petty cash and receipts.
  - ❑ Coordinated with accounting teams to ensure timely payment processing.
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## **Education**

### **Master of Business Administration (Finance)**

Bahauddin Zakariya University, Pakistan | **Jan 2022** |

### **Bachelor of Commerce (B.Com)**

Bahauddin Zakariya University, Pakistan | **May 2018** |

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## **Skills**

- ❑ Growth Mindset & Motivation
  - ❑ Trust-Building & Emotional Intelligence
  - ❑ Objection Handling
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## **Languages**

- ❑ English | Urdu | Hindi