



# SAHIBZADA ISRAR AHMAD

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## About Me:

BEING DRIVEN BY PASSION AND DEDICATED TO INNOVATION AND HARD WORK, I SEEK A POSITION TO HAVE RESPONSIBILITIES TO WORK FOR THE ACHIEVEMENT OF ORGANIZATIONAL OBJECTIVES IN PARTICULAR AND COLLECTIVELY FOR THE BENEFIT OF THE COMMUNITY.

## EDUCATION

### C.Com (Accounts)

Govt College of Commerce  
Peshawar, Pakistan  
Graduation 1983

### D.Com (Accounts)

Govt College of Commerce  
Peshawar, Pakistan  
Graduation 1984

## PERSONAL INFORMATION

Nationality: Pakistani  
DOB: 01-Apr-1965  
Passport NO: AT5132784  
Religion: Islam  
Marital Status: Married

## SKILLS

Strong knowledge of  
Currencies exchange  
Excellent communication  
skills, both verbal  
Knowledge About MS OFFICE,  
MS WORD AND INTERNET.

## LANGAUGES

English  
Urdu/Hindi  
Pashto  
Arabic (Basic)

## EXPERIENCE

### CASHIER:

AL NAHDI EXCHANGE (AUGUST 2022 TO JANUARY, 2025)

#### KEY RESPONSIBILITIES:

- SALES AND PURCHASE OF FOREIGN CURRENCIES AND CONVERSION IN DIRHAMS OR ANY CURRENCY AT PREVAILING EXCHANGE RATES.
- ACCEPT CASH FOR REMITTANCES.
- CASH PAYMENT FOR REMITTANCES.
- ENSURE OF GENUINE NESS OF CURRENCY NOTES BEING EXCHANGE.
- BALANCING THE CASH AT THE END OF THE DAY AND PREPARING THE NECESSARY REPORTS.
- PREPARING AND RECONCILE DAILY TRANSACTION REPORT WITH A PHYSICAL VOUCHER FOR ALL TRANSACTION OF THAT DAY.
- HANDLES CUSTOMER INQUIRIES AND ASSISTANCE ABOUT THE COMPANY PRODUCT AND SERVICE.
- ANY OTHER REASONABLE DUTIES WHICH MAY BE REQUIRED BY MANAGEMENT FROM TIME TO TIME.
- EXERCISED DUE DILIGENCE IN PROCESS RELATED TO CUSTOMER TRANSACTION TO ENDURE RISK MITIGATION AND ADHERENCE TO RELEVANT AML PROCEDURE AND KYC INITIATIVES.
- OFFERING ANSWERS AND ASSISTANCE WITH SMILE.

## EXPERIENCE

### HEAD CASHIER:

NATIONAL EXCHANGE COMPANY (DECEMBER, 1997 TO APRIL, 2016)

#### KEY RESPONSIBILITIES:

- RECONCILE CASH DRAWER DAILY.
- KEEP RECORD OF CUSTOMERS INTERACTION, PROCESS CUSTOMERS ACCOUNTS AND FILE DOCUMENTS.
- ACCEPT CASH FOR REMITTANCES.
- CASH PAYMENT FOR REMITTANCES.
- RECORD AND REPORT TRANSACTIONS.
- PROCESS CUSTOMER TRANSACTION ACCURATELY.
- DELIVER EXCELLENT CUSTOMER SERVICE.
- PROFICIENT IN EXCHANGING 30 DIFFERENT CURRENIES.
- PROCESSED EXCHANGE AND FOREIGN CURRENCY.

## SALARY DETAILS:

**Current Salary: (3500 AED)**

**Salary Expectations (Open to Offers)**