Khalid Amin

Graduate

Personal Details:

Name: Khalid Amin

Email: minhaskhalid987@gmail.com **Passport No:** DH1204973, **Pakistan.**

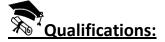
Address: Building 76, Room, 602, Warson 1 Int City,

DUBAI.

Cell # +971568110897, +923348515405.

About Me

Motivated banking professional possessing a strong commitment to quality customer services coupled with superb communication skills by building customer loyalty by effectively resolving problems and quickly processing transactions.



B. Com 2007 University Of Punjab.

Intermediate 2005

Federal Board.

Matriculation 2001

Rawalpindi Board

1st Jan, 2014 to 31st March, 2018 Sadiq Exchange – PDK, Jhelum, Pakistan.

Greet customers in a sociable and gracious manner.

Process and generate bills through **FM** software.

Handle POS and balance cash drawer on daily basis.

Multi-currency cash management.

Routine correspondence with Head office.

Filing documents in proper files.

Discrepancy removal if occurs.

Bank-related issues like filling forms.

Maintain friendly and professional customer

interactions.

Perform all duties as assigned by the manager.

Thorough understanding of opening and closing the money.

Trainee: NBP (PDK): Pakistan.

Jhelum15, July to 15 Sep, 2009.

- ⇒ Payment registers maintenance.
- ⇒ Receipts register maintenance.
- ⇒ Handling and writing checks.
- ⇒ Filling forms for account openings.
- ⇒ **Branch Back office software** maintenance.
- ⇒ Vouchers maintenance in files.
- ⇒ Pension registers maintenance.
- ⇒ Handling (WU) Western Union software Operations.

Experience:

Cashier/Teller/Remittance Staff

AL GHURAIR INT EXCHNAGE/ LM EXCHANGE-DUBAI

27th Feb,2019 to Present.

Welcome Customers in perfect manners.

Process remittances through company software.

Generate transactions through cash, cheques & online mode by adhering AML & KYC requirements.

Sending and receiving money to & from multiple countries by WU, RIA & TRANSFAST.

Exchanging and handling multiple currencies.

Registering NEW companies using WPS software.

Collecting cash for salaries processing.

Cross selling products and services. (G CARD +RAF)

Collecting cash for pensions processing.

Creating SIF files for salaries using WPS portal.

Handling and resolving customer complaints.

Daily routine correspondence with head office.

Finance Assistant (EPTSC):Islamabad, Pakistan. 2nd Jan, 2012 to 27th June, 2012.

- o Maintenance of Imprest Accounting System.
- o Handling Petty Cash Expenses.
- Try to verify the validity of supporting documents.
- Check and complete the supporting documents.
- Provide the petty cash expenses documents to H/O for clearance.
- Salaries and overtime distribution.
- Bank related issues like transferring money to concerned engineers.
- Routine correspondence with Head office and external Parties etc.

Admin Control Operations (EPTSC): Islamabad 10th Sep, 2010 to 31st December, 2011.

- Monitoring of Mobilink Towers through software.
- Generate TTs to concerned Engineer incase site goes down.
- Communicate through email above in the hierarchy if issue persists.
- ➤ Monitor the site until issue resolved.
- ➤ Take the reason from engineer after clearance of the site/Tower.
- Close the trouble ticket and informed to higher management in the loop.
- And maintain the related records in Excel.

Admin Assistant: (Pearl Public School for boys and Girls): Jhelum. 3rd March, 2010 to 17th June, 2010.

- ✓ Employees Attendance.
- ✓ Salaries Distribution.
- ✓ Stock and Stationery Purchasing.
- ✓ Maintaining Computer records in Excel.
- ✓ Any communication with Rawalpindi Board.

XSkills

- Cash handling expertise.
- Goal Oriented.
- Self-Motivated.
- Self-sufficient.
- Positive.
- Expert in **BBO**.
- Expert in writing Business Communication Emails, letters, notices etc.

Languages:

• Fluent in English, Urdu & Punjabi.

- Excellent time Management skills.
- Ability in using MS Word Power Point and Excel.
- Intermediary in using Quick Book Accounting Software's.
- Monthly sales goal achiever.
- Know-how of Arabic.
- People Oriented.