



**Muhammad Hamid**

**-Cashier-**

Royal okay travels Jebel Ali Branch

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Email

**hamid0507560443@gmail.com**

Local Address

Jebel Ali Industrial Area 1, Mango  
Hypermarket, Dubai-UAE

Passport & Visa Detail

Passport No: AM6275213  
Expiry Date : 08/07/2033  
Country : Pakistan  
Visa : Cancellation  
Joining. :10 days Notice Period

Job positions till Today

- Cashier  
(royal okay travels -Jebel Ali Br)
- Sales man  
(royal okay travels -Jebel Ali Br)
- Cashier  
(United bank limited -Pakistan)
- Outlet Store Incharge  
(Bashir cash and carry  
-Pakistan)
- Cashier  
(Bashir cash and carry  
-Pakistan)

# RESUME

About

Cash Handling, Customer Service, Bank Transactions  
Teller Operations, Cash Reconciliation, Account Management  
Deposit & Withdrawal, Cheque Processing, Fund Transfers  
KYC Compliance, AML Regulations, Financial Reporting  
POS Systems, Attention to Detail, Time  
Management, Communication Skills

Experience:-

1. Royal okay travels llc -  
Cashier-Jebel Ali Branch, Dubai, uae  
( Jan 2024 to Present )
2. Royal okay travels llc -  
Salesman-Jebel Ali Branch, Dubai, uae  
( Apr 2023 to 2023 Dec)
3. United bank limited  
Cashier -Jhang Pakistan  
( Jan 2022 to Dec 2022 )

Responsibilities:-

1. Cash Handling  
Receive and disburse cash accurately for deposits, withdrawals,  
and other transactions.  
Count, verify, and reconcile cash at the beginning and end of the day.  
Ensure all cash transactions comply with internal limits and  
bank policies.
2. Customer Service  
Greet customers and provide prompt, courteous service  
Assist clients with banking inquiries and direct them .  
Address and resolve minor customer complaints  
or escalate when necessary
3. Transaction Processing  
Verify customer identification and ensure all documentation.  
Follow anti-money laundering (AML) and know your customer  
(KYC) protocols.  
Report suspicious transactions to the branch manager
5. Balancing and Reporting  
Balance the cash drawer daily and report any discrepancies.  
Prepare daily reports for cash transactions and submit to the  
branch accountant or operations head.
6. Support to Other Departments  
Assist other tellers or departments during peak  
hours or staff shortages.  
Help with back-office tasks such as data entry, filing, or  
account opening when needed.

## Qualification

**Intermediate in computer sciences**  
(BISE fsd ,Pakistan)

## Diploma courses

- Microsoft Office automation and financial accounting .
- Tally 7.2
- Microsoft certified system administrator
- Certificate in information technology from IMSc,Jhang,Pakistan

## Language known

- English –Full proficiency
- Urdu – Native
- Hindi - Full proficiency
- Bengali-Full proficiency
- Nepali -Preliminary
- Arabic- Preliminary

## Skills

- Analytical and Problem Solving
- Strong communication
- Accuracy in calculation/ Math
- Work under pressure
- Strong leadership & inter personal
- Ms office Professionals
- Strong team work
- Store keeping & store managing
- Work in any shift
- Detail oriented
- Pakistan driving 4 & 2 wheeler License

## Honour and Award:-

- a. Most punctual Staff of Year  
United bank limited  
(2022-2023)

## 7.Security and Fraud prevention:-

Implement measures to prevent Fraud,counterfeit currencies & financial crimes.Ensure all staff follow security protocols when handling cash and sensitive data.participate in internal audit to identify risk and loophoes.

## 8.Business development & Marketing:-

Identify new business oportunities & partnership to grow revenue.Develop & implement marketing strategies to attract customers.Stay updated market trends & competitors strategies

## IT SKILLS :-

### 1.Computer Skills:-

**Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint)**

**Strong Excel skills for transaction reports and data entries.**

**Typing speed and accuracy for fast transaction entries**

### 2. Financial & Exchange Software:-

**Experience with money exchange/remittance systems**

**Knowledge of currency rate updating and monitoring software**

**Familiarity with POS systems for transactions**

### 3. Data Management & Reporting:-

**Preparing daily/weekly/monthly branch performance reports**

**Maintaining customer transaction records in CRM or exchange management software.**

### 5. Communication & Coordination Tools

**Email & scheduling tools (Outlook, Google Workspace)**

**Internal messaging tools (Microsoft Teams, Slack) for branch coordination**

### 6. Basic Technical Troubleshooting:-

**Handling minor hardware/software issues in branch systems**

## Declaration:-

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief, and I take full responsibility for the accuracy of the details provided

with Sincerely  
Muhammad Hamid