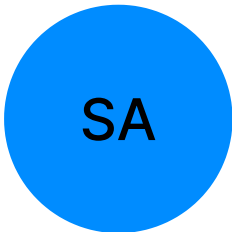


SYEDA AROOSA

Senior Cashier

+971509302101 syedaaroosa312@gmail.com Shabyia 9, Abu Dhabi, United Arab Emirates



EXPERIENCE

Senior Cashier

Federal Exchange

01/2021 - Till Now Abu Dhabi, UAE

- **RESPONSIBILITIES**
- Process foreign currency exchange, money transfers, payroll, and company registration transactions with accuracy and compliance
- Conduct cash balancing, transaction reconciliation, and record-keeping to ensure zero discrepancies
- Manage and oversee daily cash handling operations including deposits, withdrawals, and high-volume transactions
- Process foreign exchange, remittances, money transfers, and payroll disbursements with accuracy and compliance
- Ensure all transactions comply with company policies, AML (Anti-Money Laundering) regulations, and financial laws
- Supervise cashier activities to maintain accuracy, efficiency, and compliance with audit requirements
- Balance and reconcile cash drawers, tills, and daily transaction reports with zero discrepancies
- Highlight your accomplishments, using numbers if possible.
- Train and mentor junior cashiers in cash handling, compliance, and customer service best practices

Accountant

Kaghan Memorial Trust

01/2018 - 02/2019 Islamabad, Pakistan

- **RESPONSIBILITIES**
- Record, classify, and verify financial transactions in compliance with accounting standards and company policies
- Prepare and process journal entries, invoices, payments, and vouchers (CPVs, BPVS, JV entries) with accuracy
- Conduct monthly, quarterly, and annual account reconciliations to ensure accuracy of financial records
- Maintain and reconcile general ledger accounts, petty cash, and bank statements
- Assist in the preparation of financial statements, reports, and balance sheets for management review
- Manage accounts payable and accounts receivable functions, ensuring timely processing of payments and collections
- Prepare and process payroll, employee expense reimbursements, and salary records
- Highlight your accomplishments, using numbers if possible.
- Monitor and manage cash flow, budgeting, and expense tracking to support financial planning

SUMMARY

Detail-oriented and dependable **Senior Cashier** with years of experience in **foreign exchange, remittances, money transfers, payroll processing, and cash management**. Skilled in handling **high-volume financial transactions** with precision while ensuring **regulatory compliance, fraud prevention, and customer satisfaction**. Proven expertise in **transaction reconciliation, account balancing, and financial documentation**. Recognized for strong **problem-solving, accuracy, and customer service excellence** in dynamic financial environments.

LANGUAGES

English	●●●●●
Proficient	
Urdu	●●●●●
Proficient	
Punjabi	●●●●●
Proficient	

EXPERIENCE

Intern

Kaghan Memorial Trust

📅 08/2017 - 12/2017 📍 Islamabad, Pakistan

•**RESPONSIBILITIES**

- Assisted senior accountants with data entry, bookkeeping, and financial record maintenance.
- Supported the preparation of journal entries, vouchers, and account reconciliations.
- Conducted basic bank reconciliations and monitored petty cash transactions.
- Helped in compiling financial statements, reports, and ledgers under supervision.
- Verified invoices, receipts, and supporting documents for accuracy and compliance.
- Assisted in accounts payable and receivable processing, ensuring timely payments and collections.
- Highlight your accomplishments, using numbers if possible.
- Organized and maintained digital and physical financial files for audit readiness.
- Participated in task-based assignments related to accounting, budgeting, and reporting.
- Observed and learned best practices in accounting procedures, compliance, and internal controls.
- Highlight your accomplishments, using numbers if possible.

EDUCATION

Bachelor of Commerce (B.Com)

Punjab University

📅 2017 📍 Pakistan

Intermediate of Commerce

FBISE Islamabad

📅 2014 📍 Pakistan

- FBISE Islamabad, Pakistan |

SKILLS

Cash Handling

High-Volume Transactions

Foreign Exchange

Remittances

Money Transfers

Salary Processing

Payroll Management

Company Registration

Regulatory Compliance

Fraud Prevention

Banking Operations

Financial Documentation

Customer Service

Client Relations

Problem-Solving

Risk Mitigation

Financial Reporting

Account Reconciliation

Accounting Software

MS Office Proficiency

Attention to Detail

Accuracy

Multitasking

Team Collaboration