



AKBAR KHAN

Visa: Residence Visa



+971568722935



Akbarofc99@gmail.com

Computer Skills

MS Word and MS Office MS excel.
Photo shop cs4.

Education

BS Economics
Institute of management
science Pakistan

language

Can speak, write, and read
fluently. English Urdu

Nationality

Pakistani

Dob 1992

DECLARATION I hereby declare
that the Information stated above
is true to the best of my
knowledge.

Professional summary

Seeking a challenging appointment that utilizes my academic knowledge. and
experience of years to further gain relevant experiences and develop my
interpersonal skills that enhance a successful professional career.

Work experience

Cashier

Al Accad Department Store (organic food and café) UAE

from Sep 2022 to oct 2023

ROLES

- Scan goods and ensure pricing is accurate.
- Collection of cash whether in cash or credit
- Redeem stamp and coupon.
- Resolve customer complaints, guide them, and provide relevant information.
- Cash handling, keeping records, maintaining register and cash balance on daily bases.
- Answer calls, replying to mails, handling merchandise returns and exchange.
- Making records on daily, weekly, and monthly bases and sending to accounts
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.

Software knowledge

T24, Tally ERP 9.
Open bravo, Pos

Head Cashier

Allied Bank Ltd Pakistan

from 2018 to 2022

Roles and Responsibilities

- Pass transection accurately and most efficiently in limited time.
- Provided customers with elevated level of service, privacy and confidentiality, and friendly, welcoming attitude.
- Opening of cash safe on time and keeping record on daily base.
- Performing all kind of counter services incudes cash payment, receiving cash, cheques payment and transfer to account, deposit receipts.
- Payment of remittances and keep customer records.
- Receiving utility bills, fee slips, deposit vouchers.
- cash balance, tilly with system and keeping cash in safe drobox.
- Handling customer service, resolving customer quarries.
- Keeping accurate records for all daily cash transactions.
- Operating ATM machine on daily bases.
- Sale and purchase of bons and keeping safe in locker according to date.

Skills

Communication Active listening math skills Patience