

TAHIR HUSSAIN

ACCOUNTANT /CASHIER



Flat # 11, Building 360, Ghubra Muscat Oman



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OBJECTIVE

TO SEEK A RESPONSIBLE AND REWARDING POSITION WITH A LEADING ORGANIZATION THAT ENSURES LONG-TERM DEVELOPMENT AND GROWTH OPPORTUNITIES.

PERSONAL DETAIL

D.O.B 7, FEB, 1992
 Nationality Pakistani
 Passport N ZG6893742
 Issue Date 09/10/2018
 Expiry Date 08/10/2023
 Issue Place Pakistan
 Marital status Married

EXPERIANCE

2019-Until Now **Cinepolis Cinema Avenues Muscat Oman**

Head Cashier

- Work with line Manager
- Assign and collect floats from Cinepolites (cashiers)
- Arrange change
- Do spot reconciliation
- Managing petty Cash (Reconciliation, uploading to Peoplesoft for approval and maintain excel sheet for reconciliation)
- Coordinate with assistant manager
- Closing end of the shift maintain excel sheet and generating vista report (Cinema Manager) and send to the head office
- Deposit Cash sales and coordinating with bank if any dispute with customer
- Work on POS in busy hours
- Maintain all the records
- Also act as a Manger on Duty

2018-2019 **Edward School and College Parachinar Pakistan**

School Administrative Coordinator

- Coordinated meeting and inter-departmental Communications
- Maintained liaison with external agencies
- Managed schedule for the school office

2016-2018 **Jamil General Merchandise & Co. Philippines**

Accountant

- Prepared asset, liability and capital account entries by compiling and analyzing account information
- Documented financial transactions by entering account information
- Recommended financial actions by analyzing accounting options
- Summarized current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Substantiated financial transactions by auditing documents
- Maintained accounting controls by preparing and recommending policies and procedures
- Guided accounting clerical staff by coordinating activities and answering questions
- Reconciled financial discrepancies by collecting and analyzing account information
- Secured financial information by completing database backups

SKILLS

- Good verbal/written communication skills
- Having nice etiquettes of Phone, Correspondence and Social Interaction.
- Having high degree of professionalism and diplomacy skills.
- Proficiency in all Microsoft Office applications.
- Can arrange meetings with good efficiency.
- Can work in Multicultural environment
- Fluent in English.
- Polite and Pleasant Personality.
- I can work on Microsoft Word, Microsoft Excel (With Options), Microsoft PowerPoint (Creating a Presentation), and Internet & Email.
- I can also work on Peachtree, QuickBooks and Tally and Vista (Cinema manager).
- Peoplesoft

2014-2016

National Bank of Pakistan (Contract)

Cashier

- Welcomed customers, answering their questions and provided advice and recommendations.
- Operated scanners, scales, cash registers, and other electronics.
- Collected cash from the clients.
- Confirmed the amount of money with that on the receipts.
- Handled customer financial transactions like deposits, withdrawals, transfers, money orders, and checking.

LANGUAGES

English	Fluent
Urdu	Fluent
Hindi	Fluent
Tagalog	Good

VISA STATUS

Employment Visa

EDUCATION

2013-2015	Executive MBA (Finance) 3.54/4.00 CGPA	Islamia College University Peshawar Pakistan.
2011-2013	B.COM (Accounting) 1 st Division	University of the Punjab Pakistan.
2009-2011	D.COM (Accounting) 1 st Division	Govt. College of Management and Sciences Parachinar Pakistan.
2007-2009	Metric (Science) 1 st Division	Israr Shaheed High School No.1 Parachinar Pakistan

ACHIEVEMENTS

<ul style="list-style-type: none">Decreased overhead costs by 50%, by implementing a core budget system, aimed at curtailing company costs.Successfully implemented a financial accounting system, which proved to be 75% more efficient than the one already being followed.I was converted the manual system into ERP system PeachtreeDecreased the time it took to manage accounts receivables and payables for year-end closings, by a staggering 75%.Trained over 5 finance and accounting staff members, during their induction periods with the company.Trained 4 employees in CinapolisDecrease the petty cash cost 30% compare to other cinemasI completed My Master Degree under Prime Minister of Pakistan Scholarship.
