ATA UR RAHMAN

Cashier | Clerk | Computer Operator

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About Me

Highly motivated and experienced individual with **15 years** of experience in the retail customer service industries. Have strong understanding of **cash handling** procedures, **inventory management**, Customer service best practices, also proficient in computer **software**, **hardware** including **Microsoft Office Suite and POS systems.**

Professional Experience

SUPERIOR College

Sep 2020 – Present   Pakistan

Job Description as an accountant:

- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.
- Compose and format academic papers and documents in multiple languages, ensuring accuracy and adherence to college standards.
- Maintain and organize various documents, Student and teacher payment records, academic papers, and computer lab documentation.

NOOR AR QUSAI & BD Aluminum & Glass cont.

Nov 2022 – Jan 2023   Sharjah

Job Description as an accountant:

- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.

HBL (KONNECT by HBL)

June, 2016 to June, 2020   Pakistan

Job Description as an accountant:

- Hiring new agents in tehsil (Chunian)
- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.
- Balance maintenance through bank account
- Training agents about new rules and policies Android / Windows App installation, maintenance and guide to agents about app.

MOBILINK GSM

October, 2013 to April, 2016   Pakistan

Job Description as an accountant:

- The Payments and Postpaid Sales Manager is responsible for overseeing financial transactions and postpaid sales for the local franchise.
- This role involves managing payments, handling SIM card distribution, and facilitating JAZZ Cash operations.
- Manage financial transactions, including payments, invoices, and bill collection.

AZM E NAU School & College

April, 2010 to September, 2013   Pakistan

Job Description as an accountant:

- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.
- Compose and format academic papers and documents in multiple languages, ensuring accuracy and adherence to college standards.
- Maintain and organize various documents, Student and teacher payment records, academic papers, and computer lab documentation.

HIRA Model High School

March, 2008 to March, 2010   Pakistan

Job Description as an accountant:

- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.
- Compose and format academic papers and documents in multiple languages, ensuring accuracy and adherence to college standards.
- Maintain and organize various documents, Student and teacher payment records, academic papers, and computer lab documentation.

Education

B.Ed.   [1st Division, B Grade, 2014 - 2016]
Allama Iqbal Open University, Pakistan

B.A   [1st Division, B Grade, 2011 - 2013]
Allama Iqbal Open University, Pakistan

Portfolio

Cashier, Clerk, Computer Professional, Data Entry, Documents Control, Store keeper, Auto CAD Designer, Corel draw. MS office, Inpage Urdu, MS Excel, MS Power Point, Computer Hardware & Software Installation & Repairing.

Professional Diploma

Auto CAD (NAVTTC)
[1st Division, A+ Grade, Construction]
January 2017 – July 2017
Dr.Abdul Qadeer Polytechnic Institute, Ellahabad Kasur

Computer Hardware/Software
[1st Division, A+ Grade]
January 2003 – July 2006
(Rahman Computer Training center)

Pro Skills Level

- Computer   95%
- Data Entry Clerk   95%
- Hardware   95%
- Marketing   95%
- Cashier/Clerk   95%
- MS Office   95%
- Corel draw   90%
- Documents control   95%
- Communication   70%
- Auto CAD   70%

Other Skills

- Digital Marketing & Freelancing
- SEO (Search Engine Optimization)
- Graphic Designer

Composing Skills

- Urdu   65 WPS
- English   50 WPS

Languages

Language	Reading	Writing	Listening
English			
Urdu			

0   5   10   15

🟦 Reading 🟥 Writing 🟩 Listening