

ATA UR RAHMAN

Cashier Clerk

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Professional Summery

Experienced **Administrative Clerk** and **Cashier** with **16 years** in finance, **Data Entry**, and **Customer Service**. Skilled in **Tally ERP**, **Document Control**, and **Microsoft Office**. Strong background in financial record keeping, **Training**, and **POS** systems. Seeking a position to apply **Administrative** and **Technical** expertise in a dynamic organizational environment.

Professional Experience

Malva Sweet and Bakers:

July 2024 to Present Pakistan

Job Description as Administrative Clerk:

- Operated the cash register, handled cash, credit, and mobile payments accurately.
- Balanced cash drawer at opening and closing, ensuring accuracy.
- Worked closely with bakers and store staff to ensure a smooth customer experience.

SUPERIOR College:

Sep 2022 to June 2024 Pakistan

Job Description as Administrative Clerk:

- Maintained accurate financial records and prepared ledgers and expense reports
- Composed academic papers and managed student/teacher payment records
- Handled document control and computer lab documentation

NOOR AL QUSAI (T.S) & BD Aluminum & Glass cont.

Nov 2022 to Jan 2023 Sharjah (UAE)

Job Description as a Cashier Clerk:

- Managed financial records, reports, and quotations
- Oversaw inventory and office supplies

MOBILINK GSM (Royal Telecom):

October, 2018 to April, 2022 Pakistan

Job Description as a Cashier Clerk:

- Managed payments, invoices, and bill collections
- Facilitated SIM distribution and JazzCash operations

HLB (KONNECT by HBL):

March, 2015 to September, 2018 Pakistan

Job Description as Account Officer:

- Recruited and trained agents in Chunian tehsil
- Oversaw financial transactions and app installations

MOBILINK GSM (QADDAFI LINKS):

September, 2013 to February, 2015 Pakistan

Job Description as a Cashier Clerk:

- Handled postpaid sales and SIM distribution
- Managed customer transactions and billing

AZM E NAU Educational Complex:

March, 2008 to September, 2013 Pakistan

Job Description as Administrative Clerk:

- Maintained student and teacher financial records
- Managed academic documentation and computer lab files

Education

Bachelor of Arts (B.A)

Allama Iqbal Open University, Pakistan B Grade, 1st Division

Bachelor of Education (B.Ed)

Allama Iqbal Open University, Pakistan B Grade, 1st Division

Portfolio

Cashier, Clerk, Computer Professional, Data Entry, Documents Control, Store keeper, Auto CAD Designer, Tally ERP Software, Corel draw. MS Word, Excel, InpageUrdu, Computer Hardware & Software Installation & Repairing.

Professional Diploma

Auto CAD (NAVTC)

[1st Division, A+ Grade, Construction]

Dr. Abdul Qadeer Polytechnic Institute Ellahabad

Computer Hardware/Software

[1st Division, A+ Grade]

Rahman Computer Training center Ellahabad

Professional Skills

• Computer Operator	Advanced
• Data Entry Clerk	Advanced
• Documents control	Advanced
• Cashier, Clerk, Tally ERP	Advanced
• Computer Hardware	Advanced
• MS Excel , Word	Advanced
• Corel Draw	Intermediate
• AUTO CAD	Advanced
• Marketing	Intermediate
• Customer Service	Advanced
• Motivated	Intermediate
• Responsible	Advanced
• Teamwork	Intermediate

Other Skills

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

Expertise

- Financial record maintenance, ledger entries, and expense reports.
- Document composition and organization.
- Agent recruitment, training, and oversight of financial transactions.
- Maintain the petty Cash and ensure that cash on hand
- Tally ERP Software handle patty cash.

Composing Skills

• Urdu	65 (words per second)
• English	50 (words per second)

Languages

