

# ATA UR RAHMAN

## Cashier Clerk

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### Professional Summary

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 QUSAIS (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

#### HBL (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

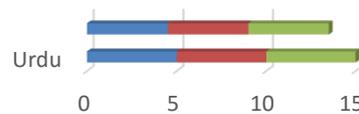
### Expertise

- 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 petty cash.

### Composing Skills

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

### Languages



■ Reading ■ Writing ■ Listening