

# ATA UR RAHMAN

# Administrative Clerk | Cashier

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Ellahabad, Kasur, Punjab PAKISTAN linkedin.com/in/ata-ur-rahman-a0244611a

## About

Highly motivated and experienced individual with 16 years of experience in the retail customer service industries. Have strong understanding of Administrative Clerk, cash handling procedures, inventory management, Document control, Data Entry, Customer service best practices, also proficient in computer software, hardware including Microsoft Office Suite and POS systems.

# **Professional Experience**

# **SUPERIOR College**

Sep 2022 – June 2024

#### Job Description as Administrative Clerk:

- 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 AL QUSAIS (T.S) & BD Aluminum & Glass cont.

#### Nov 2022 – Jan 2023 Job Description as a Cashier Clerk:

Sharjah (UAE)

Pakistan

- Maintain accurate and organized financial records, including ledger entries, expense reports, and financial statements.
- Preparation of reports and documents, office supplies and inventory.
- Making quotation Aluminum Glass and cant.

# MOBILINK GSM (Royal Telecom)

#### October, 2018 to April, 2022

Job Description as a Cashier Clerk:

- 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.

### HBL (KONNECT by HBL)

#### March, 2015 to September, 2018

Job Description as Account Officer:

- 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 (QADDAFI LINKS)**

# September, 2013 to February, 2015

- Job Description as a Cashier Clerk:
- 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 Educational Complex

#### March, 2008 to September, 2013

#### Pakistan

#### Job Description as Administrative Clerk:

- 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 Word, Excel, Inpage Urdu, 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 Ellahabad Kasur

#### **Professional Skills / Achievements**

•	Computer Operator	97%
•	Data Entry Clerk	97%
•	Documents control	97%
•	Cashier / Clerk	97%
•	Computer Hardware	97%
•	MS Excel / Word	97%
•	Corel Draw	90%
•	AUTO CAD	90%
•	Marketing	90%
•	Communication	80%
•	Customer Service	80%
•	Motivated	80%
•	Responsible	80%

Teamwork

# **Other Skills**

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

80%

Graphic Designer

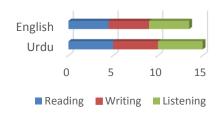
#### Expertise

- Financial record maintenance, ledger entries, and expense reports.
- Document composition and organization.
- Agent recruitment, training, and oversight of financial transactions.

#### Composing Skills

Urdu 65 WPS English **50 WPS** 

# Languages



## Pakistan

Pakistan

Pakistan