



ATA UR RAHMAN

Administrative Clerk | Cashier

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Ellahabad, Kasur, Punjab PAKISTAN

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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

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.

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

Nov 2022 – Jan 2023

Sharjah (UAE)

Job Description as a Cashier Clerk:

- 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

Pakistan

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

Pakistan

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

Pakistan

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 (NAVTC)

[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 | 80% |

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.

Composing Skills

- | | |
|-----------|--------|
| • Urdu | 65 WPS |
| • English | 50 WPS |

Languages

