



ATA UR RAHMAN

Administrative Clerk | Cashier

Content: +92-3216590017 rahman.tahir6@gmail.com

Ellahabad, Kasur, Punjab PAKISTAN [linkedin.com/in/ata-ur-rahman-a0244611a](https://www.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 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 QUSAIS (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, 2013 - 2014]

Allama Iqbal Open University, Pakistan

B.A [1st Division, B Grade, 2008 - 2011]

Allama Iqbal Open University, Pakistan

Portfolio

Cashier, Clerk, Computer Professional, Data Entry, Documents Control, Store keeper, Auto CAD Designer, Tally ERP Software, 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/Tally ERP	97%
• Computer Hardware	97%
• MS Excel / Word	97%
• Corel Draw	90%
• AUTO CAD	90%
• Marketing	90%
• 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.
- Maintain the petty Cash and ensure that cash on hand
- Tally ERP Software handle petty cash.

Composing Skills

• Urdu	65 WPS
• English	50 WPS

Languages

