

Abdul-Aziz Taha Elroby.

Cashier

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Objective:

Dedicated **Teller** with a solid track record at **Misr Exchange Company** since **2021**, Proficient in **cash handling, financial transactions**, and **providing exceptional customer service**. Backed by training and experience gained during a comprehensive program at an accounting office from Feb 17, 2020, to Oct 25, 2020. Seeking to leverage my expertise in **financial operations, strong attention to detail**, and **customer-centric approach** to contribute effectively in a **Teller** role within a reputable financial institution.

Education Information:

- **Bachelor's** degree in **Accounting**, Faculty of Commerce Beni-Suef University, 2018.

Language:

- **Arabic**: Native
- **English**: Fluent

Work Experiences:

❖ **Teller at Misr Exchange** (Since 25 March 2021 till 25 Dec 2023)

- Handling foreign currency exchange transactions.
- Maintaining good communication with customers.
- Utilizing Excel for inventory reconciliation.
- Managing large cash denominations.
- Interacting with banks for currency deposits and withdrawals.
- Managing social media page for the branch.



❖ **Trainee at Chartered Public Accounting Office** (since 17 Feb 2020 till 25 Oct 2020)

- Training in preparing financial statements
- Learning to make daily journal entries.
- Gaining proficiency in using Excel for accounting purposes

Training Courses:

- Egyptian Agricultural bank (June 2017-July 2017)
- English Grant-Elementary stage, El Manara International Academy (Dec 2017- Mar 2018)
- Professional Financial Account (PFA), EG-Trainers Corporation (Sep 2018-Oct 2018).
- ICDL, Minya CTC (Aug 2017- Nov 2017).

Computer Skills:

- Excellent at Microsoft Office (Word, Excel and Power point).
- Have ability to deal with various accounting office.
- Have ability to deal with and solve computer problems.
- have an introductory understanding of ERP (Enterprise Resource Planning) systems

Personal Skills:

- Fast Learner.
- Time Management.
- Team work.
- Communication skills.
- Strong problem-solving and decision-making skills.

Teller Skills:

- Precise Cash Handling.
- Financial Transactions.
- Customer Service Excellence.
- Attention to details.
- Cash Management.
- Currency Exchange.
- Adaptability.
- Proficient Problem Solver with Strong Searching Skills.