**Muhammad Anus**

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Highly organized and detail-oriented Accountant with [4] years of experience in financial management, auditing, and budgeting. Proven track record as a Senior Cashier managing daily cash flow, reconciling discrepancies, and ensuring accuracy in financial transactions. Skilled in maintaining financial records, optimizing processes, and delivering exceptional service under pressure. Adept at balancing operational efficiency with customer satisfaction, fostering trust, and supporting business objectives through sound financial practices.

## **Work Experience**

**2022 - 2024 *Assistant Accountant Imtiaz Super Market* Bahawalpur (Pakistan)**

* + - **Accurately managed daily financial transactions**, including accounts payable/receivable and ledger entries, contributing to a 15% improvement in reporting accuracy and process efficiency.
		- **Assisted in financial audits and month-end closings**, identifying and resolving discrepancies, which led to a 20% reduction in reconciliation time and enhanced compliance with accounting standards.

**2020 - 2022 *Senior Cashier Areeba Shopping Mall* Bahawalpur (Pakistan)**

* + - **Led daily cash management operations**, ensuring accurate balancing of registers and timely deposits, consistently maintaining a 100% error-free record.
		- **Trained and supervised a team of cashiers**, enhancing transaction efficiency and customer service, which resulted in a 25% reduction in wait times during peak hours.
		- **Resolved customer issues and discrepancies** swiftly, earning recognition for exceptional service and contributing to a 15% increase in repeat customer satisfaction.

## **Relevant Skills**

* **Prepared comprehensive financial reports** on a monthly and quarterly basis, analyzing variances and trends to provide actionable insights to management, enhancing strategic decision-making and operational efficiency.
* **Conducted thorough account reconciliations** on a monthly basis, identifying discrepancies and ensuring accuracy in financial records, which improved overall financial integrity and facilitated timely reporting.
* **Managed daily cash operations**, ensuring accurate register balancing and seamless cash flow, enhancing financial accuracy.
* **Ensured accurate transaction processing while delivering exceptional customer service**, contributing to a smooth checkout experience and increased customer satisfaction.
* **Computer skills:** Great computer knowledge, Microsoft Office (Advanced)
* **Languages:** Urdu, English (Fluent), Hindi (Fluent).

**Education**

**2021 *Master’s in commerce* Govt. Sadiq College of Commerce (Bahawalpur, Pakistan**

**2019 *Bachelor’s in commerce* Govt. Post Graduate College (Bahawalpur, Pakistan)**

**2016 *Intermediate in commerce* Allama Iqbal College (Bahawalpur, Pakistan)**

**Note: Degree are attested by Higher Education Commission (HEC), Ministry of foreign Affairs (MOFA) and Dubai Embassy.**