

CURRICULAM VITAE



MOHAMED HAROON RASHEED

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CAREER OBJECTIVE

Seeking a challenging career in a professional work environment, where I can progress along with the organization by contributing my expertise and prove to be an asset for its effective functioning and achievement of its organizational goals through team spirit.

PROFESSIONAL EXPERIENCE: More than 28 years

Joined union co-op society 1996-2023 September 19

- **1996-2001 salesmen with merchandiser**
- **2001- 2007 cashier**
- **2007-2011. Team leader**
- **2011- Until now assistant treasurer, handling cash management and cashier and customer service**

DUTIES AND RESPONSIBILITIES

- Administers and processes all Petty Cash transactions within the parameters of HCT policies and procedures
- Maintains the Petty Cash float
- Prepares Reimbursement Claims on a weekly basis
- Receives, issue receipts and deposits all cheques collected from external and internal clients
- Prepares vouchers related to various revenues and expenses
- Ensure all cash collections have been deposited to the bank.
- Prepare daily sales reports and reconciliations.
- Verify deposited vouchers from branches and maintain records.
- Pass the JDE Entries for all cash deposits
- Provide coins and currency notes, update the senior cashiers and provide guidance to the cashiers on cash management

Skills and Qualifications:

Listening, Customer Service, Meeting Sales Goals, Selling to Customer Needs, Product Knowledge, People Skills, Energy Level, Dependability, General Math Skills, Verbal Communication, Job Knowledge

ACADEMIC QUALIFICATIONS:

- Bsc degree 1988-1991 Zoology

TECHNICAL SKILLS:

- Valid UAE Driving License Holder

PERSONAL QUALITIES:

- ✓ Quick learning and hardworking
- ✓ Good Communication and Presentational Skills
- ✓ Independent and Motivated
- ✓ Organized and best Structured at work
- ✓ Easy to get align with
- ✓ Dynamic and patience
- ✓ Good team Player

PASSPORT DETAILS:

Passport No : Y5724135
Issue date : 11-07-2023
Expiry Date : 10-07-2033
Place o issue : DUBAI UAE

LICENSE DETAILS:

License No : 1621405
Issue Date : 23-09-2010
Expiry Date : 23-09-2025
Place of issue : Dubai UAE

Personal Profile:

Date of Birth : 12-06-1971
Sex : Male
Status : Married
Nationality : Indian
Languages Known : Arabic, English, Hindi, and Tamil

References

Will be provided on request.