



UMAIR RAZA

15-12-1992

MALE

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Passport #KB9891162

Visit Visa Expired 10 March 2024

OBJECTIVE

Dependable individual desiring a Cashier position in a dynamic organization where excellent communication skills, ability to multitask, and 7 years of experience working in a cash department will be applied in confirming financial compliance, oversee and verify accuracy of finance.

SKILLS

MS OFFICE

COMMUNICATION SKILLS

PRESENTATION SKILLS

LEADERSHIP SKILLS

LEADERSHIP SKILLS

Degrees are attested from MOFA UAE

° Language

English
Urdu
Hindi
Punjabi



EDUCATION

UNIVERSITY OF SOUTH ASIA

BACHELOR OF COMMERCE (ACCOUNTING & FINANCE)

2013-2015

PUNJAB GROUP OF COLLEGES

I.COM (ACCOUNTING & FINANCE)

2011-2013

PAEC MODEL SCHOOL

MATRIC (SCIENCE)

2007-2009



WORK EXPERIENCE

Imtiaz Super Market

Cash Supervisor

05/2019-12/2023

HABIB BANK LIMITED

Cash Officer

03/2018- 2/2019

SOON VALLEY DEVELOPMENT PROGRAM (SVDP)

Cashier

07/2015- 06/2017



CERTIFICATIONS

COMPUTER SHORT COURSE

TIME MANAGEMENT



HONORS & AWARDS

EMPLOYEE OF THE MONTH

EXCELLENCE AWARD

BEST PERFORMANCE AWARD



KEY RESPONSIBILITIES

- *-Manage all cash transactions update in system or register
- *-Deposit cash , Cheque payment, payment drafts.
- *- Balancing the Cash counter and System.
- *-Reconcile accounts payable and receivable.
- *- Welcoming customer upon their entry into the store.
- *- Providing a receipt to every customer.
- *- Ensure all prices and quantity are accurate.
- *- Daily Cash receiving, Cash payments.
- *- POS machines, Credit cards and Debit cards.



REFERENCES

REFERENCE WILL BE PROVIDED ON DEMAND