



# Matti Ullah

## Cashier

I have experienced and detail-oriented cashier with strong customer service skills and a proven ability to handle transactions accurately and efficiently. Proficient in operating cash registers, managing payments, and maintaining a clean and organized checkout area. Adept at resolving customer inquiries and ensuring a positive shopping experience.

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## WORK EXPERIENCE

### Cashier

Bank of Punjab (BOP)

Feb-2023 - Nov-2024 *Opposite NADRA Narowal*

- I have advanced knowledge of Microsoft Office Suite (Excel, Word, PowerPoint).
- I can Handle cash, credit card, and online payment transactions in a professional and accurate manner.
- Issue invoices, receipts, and other financial documents to clients and tenants.
- Maintain financial records and prepare daily reports of transactions.
- Assist customers with billing inquiries and provide excellent customer service.
- Ensure all transactions are conducted per company policies and UAE financial regulations.
- Manage petty cash and keep track of daily cash flow.
- Work closely with the finance and accounts team to ensure proper documentation.
- Assist in bank deposits, reconciliations, and other financial tasks as assigned.

## ACHIEVEMENTS

### Football Tournament Winner

Jan-2020  
Awarded medal as winner of the Football tournament 2020.

## EDUCATION

### BS (Hons) Mathematics

University of Education Lahore **3.1/4.0**  
Feb-2022 - Oct-2024

### FSc (Pre-Engineering)

Govt Islamia Degree College Narowal **608/1100**  
Nov-2018

### Matric

Govt High School Maloke Narowal **781/1100**

## PROJECTS

### Sales Team Lead

I was worked as a part time Leader on a project that secured 3 Lakh Rs within 3 months. Increased the customer base by 35% in the target market. Delivered regular performance reports to stakeholders, facilitating informed decision-making.

## SKILLS

Microsoft Office

Google Sheet

Spread Sheet

SAP

CRM

Shortcut Keys

Time Management

Problem Fixing

Data management

shift Operator

## LANGUAGES

English Urdu  
Intermediate Fluent

## INTERESTS

Reading

Web Search

Football

Typing

study about Nature