



## CONTACT



+971529417872



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Abu Dhabi

## SKILLS

- Cash collection and allocation
- Supplier management
- Credit control
- Microsoft Excel
- Petty cash reporting
- Payroll operations
- Bank reconciliations

## LANGUAGE

- English
- Urdu
- Hindi

# MUSAYYUB NASEER

## CASH OFFICER

## PROFESSIONAL PROFILE

Skill clerical team member knowledgeable about accounting and books keeping practices. Readable in maintaining record accuracy and complete compliance with standards. Proactively seeks out and help resolve variances..

## WORK EXPERIENCE

### Account Assistant

Al Samad Travel Daska,  
Pakistan 11.2022 To 08.2023

- Maintained Staff holidays and expenses for employees.
- Raised sale invoices and reviewed debtor balances to achieve.
- Recanceled profit and loss and balance sheet to active.

### Sale Cashier

SNGPL [PLTD] Sialkot,  
Pakistan 07.2019 To 09.2021

- Maintained excellent client satisfaction by providing professional courteous customer services.
- Operated cash register with proficiency during high-volume shopping times ,reducing customer queues.
- Regularly cleaned and Straightened work areas, ensuring stores.

## EDUCATION

### B.COM Bachelor in Commerce

University of Punjab  
Completed in 2016

## PERSONAL INFO

- Father Name : Muhammad Naseer Visa
- Status : Own Visa
- Religion : Islam
- Availability : Immediately Marriage
- Status: Single