



Muhammad Ahmad Mughal

Cashier / Teller / Accounts Officer at Bank Alfalah Limited

Contact Info

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Apart no 207, 2nd floor, Al Salam Tower
Dubai, United Arab Emirates

I am dedicated and detail-oriented cashier/teller with 4 years proven track record of providing exceptional customer service in fast-paced retail and banking environments. Possessing strong numerical skills, attention to accuracy, and proficiency in handling cash transactions. Demonstrated ability to efficiently process financial transactions, balance cash drawers, and resolve discrepancies. Adept at building rapport with customers and ensuring a positive experience. Skilled in utilizing point-of-sale systems and maintaining a high level of confidentiality. Seeking a challenging position to contribute my skills and expertise in providing seamless financial services.

Strengths & Skills

- ✓ Cash Handling
- ✓ Organizational Skills
- ✓ Accuracy
- ✓ Multi-Tasking
- ✓ Mathematical Aptitude
- ✓ Technical Proficiency
- ✓ Communication Skills
- ✓ Problem Resolving
- ✓ Product Knowledge
- ✓ Confidentiality
- ✓ Microsoft Excel
- ✓ Time Management

Academics

Title	Institute	Score	Date
B.com IT	University of the Punjab, Lahore	55%	2021
Intermediate	MAO College, Lahore	63%	2018
Matric	Govt Islamia High School, Lahore	68%	2015

Certifications

Title	Authority	Date
Driving License https://dlims.punjab.gov.pk/verify	Islamic Republic of Pakistan	Starting September 2022

Experience 4 years

Company	Designation	Duration	
ALLIF Boutique PK	Teller / Cashier / Accountant	Jul 2022 - Present	1.5 years
Bank Alfalah Limited	Cashier / Teller	Sep 2019 - Jun 2022	2.8 years
First Solution Management Services	Data Entry Operator / Document Controller	Jul 2018 - Aug 2019	1.1 years

Work History

ALLIF Boutique PK	Jul 2022 - Present (1.5 years)
Teller / Cashier / Accountant	Lahore, Pakistan
<ul style="list-style-type: none">• Proficient in accurately counting and handling cash transactions, ensuring precision and minimizing errors in financial transactions.• Generating Invoice and Payment receipt.• Balancing the cash register and generating reports for credit and debit sales.• Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.• Demonstrated ability to provide excellent customer service by addressing inquiries, resolving issues, and ensuring a positive experience for clients.• Skilled in operating and navigating various point-of-sale (POS) systems to process transactions efficiently and maintain accurate records.• Manage and keep record of all the bills of payable and receivables• Strong numerical skills with a keen attention to detail, enabling accurate counting, balancing cash drawers, and preventing discrepancies.• Effective verbal communication skills to interact professionally with customers, colleagues, and superiors, creating a positive and trustworthy	

environment.

Bank Alfalah Limited

Sep 2019 - Jun 2022 (2.8 years)

Cashier / Teller

Lahore, Pakistan

- Greet and assist visitors.
- Proficient in accurately counting and handling cash transactions, ensuring precision and minimizing errors in financial transactions.
- Efficient multitasking and time management skills, enabling the handling of multiple customer transactions while maintaining accuracy and adhering to established procedures.
- Exceptional attention to detail in handling financial transactions, verifying data, and maintaining precise records to ensure compliance with organizational standards.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Collaborative approach to working with colleagues, contributing to a positive team environment, and assisting in shared responsibilities during peak periods.
- Understanding and commitment to maintaining the confidentiality of customer information and financial transactions, ensuring compliance with privacy and security protocols.
- Scan and upload documents according to company procedure
- Familiarity with the products and services offered by the business, enabling the provision of accurate information to customers and promoting additional services.
- Strong numerical skills with a keen attention to detail, enabling accurate counting, balancing cash drawers, and preventing discrepancies.

First Solution Management Services

Jul 2018 - Aug 2019 (1.1 years)

Data Entry Operator / Document Controller

Lahore, Pakistan

- Manage soft and hard data and documents.
- Ensure accuracy and efficiency in data entry tasks.
- Print and distribute documents as needed
- Print and distribute documents as needed
- Scan and upload documents according to company procedure
- Review and update documents for maintenance and quality control
- Keep other personnel updated on new document versions and how to obtain access

References

Kamran Ali | +923244299942

Bank Alfalah Limited
kamranali@bankalfalah.com

Industries

- Apparel/Clothing
- Services
- Telecommunication/ISP
- administration
- Fashion

Languages

- English - Native
- Hindi - Native
- Urdu - Native