



## MUHAMMAD YASIR

SALES FINANCE CONTROLLER

### PROFILE

A qualified, hardworking, well-mannered Senior Sales finance controller and head cashier over five years of sales and Administrative experience with a positive attitude seeking an opportunity to work in a reputed company where I can utilize my customer service skills and experience towards fulfilling company objective and accomplished a task on required time with excellent result.

### EXPERIENCE

#### Base Twenty Three Auto General Repairing CO. LLC. Dubai UAE

##### Cashier Cum Accountant

SEP 2023

- Collect payments whether in cash or credit cards
- Cashing checks and processing payments
- Issue receipts, refunds or change
- Ensuring payments amounts and records are correct.
- Prepare bank deposits, records and filing cash transactions
- Manage transactions with customers using cash registers

#### Ankyr Hypermarket Saint Petersburg Russia

2020 - 2023

##### Sales Finance Controller

- Supervise main cash counters, opening and closing
- Manage financial transactions and Prepare financial reports
- Ensure accuracy of financial statements and analyses
- Recommend changes to improve financial performance
- Ensure quality control over financial transactions and reporting
- Develop plans for financial growth

#### Ankyr Hypermarket Saint Petersburg Russia

2019 - 2020

##### Head Cashier

- Manage Customer Transactions on Cash and card Payments
- Scan items used barcode scanner and ensure price are accurate
- Collect payments online whether in cash or credit cards
- Issue receipt, refunds or change of products
- Process refunds and returns through company rules
- Restocks, replaces and organize items on sales

#### Ankyr Hypermarket Saint Petersburg Russia

2018-2019

##### Cashier/ Customer Service Assistant

- Welcome customers and provide them efficient service
- Assist Customers in locating items
- ensure customer satisfaction with products or service
- follow up clients to check they satisfied with any purchase
- Ensure all prices of products and quantities are accurate.
- Assist customer with return and exchanges of products
- Answer customers questions and concerns

### EXPERTISE

- Cash Handling & Managemenet
- Cashiering with fast counting
- Product Knowledge
- Stock & Inventory
- Friendly attitude
- Time Management
- Calm Under Presuure
- Customers Focus
- Counters Closing
- Team Work

All of my Degrees are Officially verified from Boards, HEC, FO and UAE Embassy

### CONTACT

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### EDUCATION

2007 - 2009

UNIVERSITY OF PESHAWAR PAKISTAN

- Master in International Relations

2010 - 2012

UNIVERSITY OF PESHAWAR PAKISTAN

- Master in Economics

### SOFT SKILLS

- Frontol 6
- QuickBooks
- MS Word
- MS Excel
- MS PowerPoint

### LANGUAGES

- English
- Russian
- Urdu
- Ukrainian

### PERFORMANCE AWARDS

- Best Cashier Award of all time
- Three times best Annual sales award
- Four Times best Seasonal Sales award

### PASSPORT DETAILS

- Passport No : AN6823982
- Passport Exp :12/10/2032
- Nationality : Pakistani
- Emirates ID : 20/19/2025
- Marital Status : Single
- Visa Status : Own Visa Two Years