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# Awais Nadeem

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Spain Cluster,S14, Dubai – United Arab Emirates

## OBJECTIVE

To achieve challenging position in a dynamic and well reputed organization which offers good opportunities and challenging working environment, where I could implements my knowledge, education and skills in a better way and which in return would help me in building up my career.

## PROFILE/ Skills

* Cash officer Maintain Cash Flow and sort out cash problems.
* Skilled in cash handling, credit card and cheque transaction.
* Accounting & customer Service.
* Sales Officer Handle Customers and Deal them according to their nature.
* Professional qualification –Bachelor in Commerce(B.com).
* Excellent written, communication, inter personal and problem solving skills.
* Ability to work in multinational and multi-cultural environment.

## PROFESSIONAL EXPERIENCE

 ***(Faisalabad, Pakistan)***

***Cash Officer***

***(15-05-2015 to 01-09-2016)***

**Cash Officer Structure.**

* Cash Payable/Receivable and Data Entry.
* ATM replenish and Balancing.
* Daily Cash Balancing.
* Cash in**/**out Entry on register.
* Tagging and Physical Verification of Work.
* Inspect the balancing of stock of stamps on daily Basis.
* Reporting to seniors about the work.
* Working as a Team Member.
* Supervise cash sorting.
* Sort out cash problems.
* Make vouchers of daily branch expenses.
* Documentation filing.
* Re checking of work at the end of the day.

***Oaklays Bistro Cafe & Restaurant.***

*** (Faisalabad, Pakistan)***

***Cash Officer***

***(16-01 -2014 to 25-04-2015)***

 Pin this role I am responsible for:

* make payments, receipts, Income, Expense and all type of other documents e.g.

Invoices, expanse voucher using MS Excel on daily basis.

* make payments and receipts made to local creditors and customers through bank or even cash payments manually.
* Maintaining Cash Flow.
* Cash Payable/Receivable on daily basis.
* Looking after Bank Related Matters.
* Working as team member.



## Senior sales man at private brand

##  *(Faisalabad, Pakistan)*

##

## Sales experience

## *(03-05-2013 to 31-12-2013)*

##  Job Role includes:

* Direct dealing with customers.
* Receive cash from customer and create invoice.
* Responsible for shop keys.
* Polite talking to the customers.
* Manage staff members.
* Create invoice of shop expanses.
* Helps customer make selections by building customer confidence. offering suggestions and opinions.

## PROFESSIONAL SKILLS

|  |  |
| --- | --- |
| ***Team Work & Leadership*** | * Can work in small/Large teams taking on variety of roles.
 |
| ***Time Management*** | * Completed many time oriented tasks.
 |
| ***Computer Skills*** | * Knowledge of Microsoft Office
* Knowledge of Computerized Accounting Software’s  **(QuickBooks**,etc.)
* Emailingto Customers and seniors.
* Work at banking software t24.
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## EDUCATON:

|  |  |
| --- | --- |
| Jan 2011- march 2013 | bachelor of Commerce (B.com) |
|  |  Government College University Faisalabad, Pakistan |
| June 2013- Aug 2013 | Computer Diploma in Office Management |
|  |  Noor Science & Commerce Academy |

## INTERSTS/ACTIVITIES

* Fond of reading, particularly the articles & blogs related to activities.
* An excellent player of football & cricket.
* Passionate about driving

## PERSONAL DATA

|  |  |
| --- | --- |
| Nationality | Pakistani |
| Religion | Islam |
| Date of Birth  | 10-08-1991 |
| Visa Status | Visit Visa |
|  |  |

## REFRANCE

 Will be furnished on demand…..

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| --- |
| **Awais aaaandeem – 1850742**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |