******Feroz.349124@2freemail.com**

**Feroz**

**Nationality: Pakistani**

**Visa Status: Visit**

**CAREER OBJECTIVE:**

I am an energetic, creative, honest and hard working individual; I wish to build a promising career in an organization where a lot of learning opportunities and growth prospects exists. I wish to excel and growth with self-motivation in any field with a good oriented organization.

**WORK EXPERIENCE:**

**Alpine International Money Exchange:**

Designation: Cashier

Tenure: Feb, 2013- Dec, 2016

**Job Responsibilities:**

* Collect revenue in the form of cash/cheque/demand draft.
* Match the revenue collected with that of bill claim, update the subscriber ledger.
* Issue singed money receipt to the customer.
* Generate daily collection register at the end of every working day and reconcile the same with physical cash/cheque/demand draft.
* Make entry in the collection bank book and get it verified and signed by the revenue officer/designated higher authority.
* Deposit the days collection in the revenue account maintained with the nearest bank by next morning.
* Prepare separate deposited slip/challan for cash and cheque/demand draft.

**Imtiaz Super Market:**

Designation: Cashier

Period: October, 2010- November, 2012

**Job Responsibilities:**

* Handle cash transactions with customers
* Scan goods and collect payments
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering or leaving establishments
* Maintain clean and tidy checkout areas
* Keep reports of transactions
* Bag, box or wrap packages
* Pleasantly deal with customers to ensure satisfaction

**Farhan Hotel:**

Designation: Front Desk Recption

Period: December, 2008- Sep, 2010

**Job Responsibilities:**

* Operates front office posting software.
* Obtains the house bank and keeps it balanced.
* Completes cashier pre-shift supply checklist.
* Completes guest check-in procedures.
* Clarifies customers question or concerns about the charges on their bills.
* Maintains adequate supplies of outlet stationery for cashiers.
* Assists with distribution of month end reports as directed by accounts or front office manager.
* Attends meetings as required.
* Maintains a track of all high balance guests.
* Check and follow up on all bills on hold.

**ACADEMIC QUALIFICATIONS:**

* Bachelor’s in Commerce from University of Karachi, 2014.
* Intermediate ( Commerce) from College of Banking & Finance Karachi , 2010
* S.S.C. (General) from HEF High School, 2008

**ADDITIONAL SKILLS:**

* Good communication Skills.
* Strong Leadership
* Can work in competitive environment
* Written and oral communication skills.
* Good analytical skills / Able to set priorities

**COMPUTER QUALIFICATION:**

* Ms Office
* Internet
* Operating System

**HOBBIES:**

* Playing Cricket
* Reading Books

**PERSONAL SUMMARY:**

* Father’s Name : Mohammad Zaffer
* Languages : English, Hindi, Urdu, Memoni
* Marital Status : Single
* Nationality : Pakistani
* Religion : Muslim