**Curriculum Vitae**

Qudratullah.350707@2freemail.com

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| **Career Objective** | To work in a challenging and dynamic organization where I can utilize my learning and talent effectively and update them. |
| **Personal Information** |
| **Name :** Qudratullah  |  |
| **Date of Birth** : 29-11-1989**Place of Birth :** KBL, AFG | **Nationality :** AFG**Gender :** Male |
| **Optional Personal Information** |
| **Marital Status: Married** |  |
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| **Qualification**  | I am highly motivated, quick to learn new skills, and hard-working. As an individual I pride myself on my open-minded views, willingness to learn and to further develop my skills. My aim is to produce work of outstanding quality with effectiveness and have efficiency in my working process with innovative ideas. I can work independently or as part of a team. I set high standards and targets with future ambition. |
| **Education Background** **Gawharshad Institute of Higher Education** Bachelor of Business Administration, 2013-2016**Kabul - Afghanistan** **Ghazi Abdullah High School** High School (12 Grade) 1998- 2010   |
| **Employment History** |
| **Org Name** | **From** | **To** | **Position** |
| PACTEC International | 10-02-2014 | Up to date |  Cashier  |
| **Duration**  | **Type of Business** | **Type of Contract** | **Employment Type** |
| 3 Years  | Aviation/ICT  | Permanent | Full Time |
| **Job Description** |
| Essential Job Functions* Assure that all the data entries are done properly and on timely manner.
* Assure that enough cash is available for the daily expenditures.
* Assure that the cash count is done at the end of each day and report the balance to finance manager.
* Assure that each payment has an approved receipt.
* Assure that all the airport departure taxes are paid on time
* Assure that the payments are done after the approval of an authorized staff.
* Enter all the transactions to system on the same day taken place on.
* Make sure that all cash transactions are registered in the cash registrar.
* Make sure that the cash withdrawal procedures are accomplished while paying to requester.
* Make sure that the receiver counts his/her cash before leaving the cash box window.
* Make sure that the expense reports are returned to the cash box window with the minimum amount of time possible with approval of line managers.
* Make sure that the amount of money is requested within the authorized limitations.
* Checking and posting cost allocations and individual unit Petty cash liquidation transactions to the financial system
* Make sure that a receipt is issued for cash received from the clients.
* Make sure that cash box is counted and it is balanced on daily basis.
* Make sure that the personal cash withdrawals are requested by the holder of the account with an email or they themselves sign for the money.
* Business use top up Phone cards should be distributed on the first day of each month within the limits.
* Make sure that we have enough phone top up cards available.
* Make sure that the backup documents are filed properly.
* Make sure that the purchasing prices are accurate.
* Make sure that all the cash box transactions are understandable and back up documentations are available.
* Ensure daily update of transactions in the cashbooks and financial system
* Pleasantly deal with customers to ensure satisfaction
* Resolve customer complaints, guide them and provide relevant information
* Redeem stamps and coupons
* Process exchanges and refunds
* Familiar with Organization software’s (CMS & Wingman)
* Assure that the prepare national payroll and distribute pay slips to all national staff
* Assure that the process international staff salary advances on monthly basis
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| **Languages** | **Reading** | **Writing** | **Understanding** | **Spoken** |
| **English** | Excellent | Excellent | Excellent | Excellent |
| **Dari** | Native  | Native | Native | Native |
| **Pashto** | Excellent |  Good | Good | Good |
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