

NADEEM KOKAB

Senior Cashier

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EXPERIENCE

Senior Cashier

SHARAF DG

May 2013- ongoing Dubai, UAE

- Greet visitors at the cash counter professionally provide accurate information and directions.
- Receive payment by cash, cheque, credit/debit cards, vouchers, or automatic debits and Issue receipts, refunds, credits, or change due to customers to account for the cash inflows of the organization.
- Transactions on a day to day basis and reconcile balances to provide accurate cash statements for accounting purposes. Count monies and maintain sufficient amounts of change in the cash drawer for daily operations to ensure that customers

Reporting to Br. Assist. Manager & Accounts Dept.

- Making various reports like Tellers summary report, Petty cash float report, discounts approval reports, non- Cash voucher reports.
- Monthly, quarterly and annually cashier reports performances and, DLA reports.

Customer Care & other Duties

- Resolve customer complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Recommend and provide advice on a wide variety of products and services.
- Cleaning cash counters and, participate in inventories.

ACHIEVEMENTS

What are you most proud of?

Continuously received three years A+ in annual appraiser

What are you most proud of?

Nominated as "Best Cashier Sharaf DG" in the branch for consecutive two year 2013-2014

LANGUAGES

English

Proficient



Urdu

Native



Punjabi

Native



Arabic



Beginner



EXPERIENCE

Teller

MCB BANK LTD

 May 2007 - Mar 2013  Lahore, Pakistan


- Ensure that each customer’s transactions are processed accurately and in a time efficient manner.
- Generate and maintain account related reports.
- Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift.
- Reconcile cash with receipts at the end of each shift and make sure that any discrepancies are managed immediately.
- Cash deposits and cheque withdrawal in PKR, USD, EUR, and GBP, PHP, SAUDI RIYAL.
- Verifying signatures of customers’ applications/requests.
- Sorted, counted, wrapped currency and coins.
- Supported clients in all banking transactions.
- Home Remittances processing and making payment to the customers.
- Ensure KYC& AML complaint customers are solicited.
- Fresh currency notes issuing report is prepared and supervised by Manager Operations which is check by SBP Auditors when they required.
- Preparing daily cash inflow / outflow entry in the register.

REFERENCE


❖ Available upon request

EDUCATION

Bachelors of commerce (B.com) University of the Punjab, Lahore Pakistan	GPA 3.3 / 4.00
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 Jan 2003 - Dec 2005

Intermediate of commerce (I.com) Board of Intermediate and Secondary Lahore, Pakistan	GPA 3.00 / 4.00
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 Jan 2001 - Dec 2002

COMPETENCIES

Attention to details



Customer focus



Teamwork



Change and Adaptability



IT SKILLS

Retail Software
POS, ERP & BI

Banking Retail Software
EOC, SYMBOL.

MS Office
Word, Excel, PowerPoint, Outlook