

Rizwan Ali

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UAE valid driving License

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Career Objective

A detail-oriented Commerce graduate with 7 years of experience as a Cashier in retail and medical environments. Skilled in financial transactions, customer service, QuickBooks, and inventory control using FIFO/LIFO methods. Seeking to transition into a Junior Accountant/Inventory Controller role to further develop my accounting and inventory management expertise.

Work Experience**Cashier****Home Centre (Land Mark Group) — United Arab Emirates****November, 2021 – Present**

- Handle transactions, assist customers, and manage product selections.
- Maintain records of sales, refunds, and customer payments.
- Reconcile cash drawers and assist with end-of-day reports.
- Manage stock and inventory, ensuring accurate reporting.
- Provide excellent customer service and follow payment/returns protocols.
- Monitor and maintain stock levels, receive and inspect goods, and organize stock with proper rotation (FIFO/LIFO).
- Conduct regular inventory counts, update records, and generate reports.
- Communicate with suppliers to ensure accuracy and prevent loss.

Billing Officer**HTK Medical Centre — Dubai, United Arab Emirates****April 2017 – October 2019**

- Handled daily cash transactions, processed payments, and generated invoices for medical services.
- Ensured accuracy in billing and maintained patient financial records.
- Worked closely with the accounting department to ensure proper posting of payments and adjustments.
- Assisted with the preparation of financial reports, including cash flow and payment reconciliation.
- Managed petty cash and ensured proper documentation of expenses.

Cashier cum Sales Associate**Metro Cash & Carry Pakistan — Pakistan****Jan, 2014 – Dec, 2015**

- Customer Service: Greet customers, assist with inquiries, and provide product information.
 - Sales Assistance: Promote products, upsell & linksell items, and achieve sales targets.
 - Cash Handling: Process transactions accurately, handle cash, credit, and returns.
 - Inventory Management: Assist with stock replenishment, organization, and inventory counts
 - Store Maintenance: Keep the sales floor tidy, ensuring products are well-displayed.
 - Checkout Operations: Operate cash registers, process payments, and issue receipts.
 - Problem Resolution: Address customer complaints and resolve issues promptly.
 - Team Collaboration: Work with colleagues to achieve store goals and enhance customer experience.
 - Product Knowledge: Stay informed about product features, promotions, and store policies.
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Education

Bachelor of Commerce (B.Com)

University of The Punjab — Lahore, Pakistan

Year 2015

Skills

Basic Accounting Knowledge: Understanding of accounting principles (debits, credits, journal entries).

Bookkeeping: Recording daily financial transactions accurately.

Accounts Payable & Receivable: Processing vendor tax invoices and tracking customer payments.

Bank Reconciliation: Matching bank statements with internal records.

Microsoft Excel: Proficient in formulas, data entry, and basic reporting.

Accounting Software: Familiarity with ERP or accounting tools (QuickBooks, Tally, Zoho, or similar).

Basic Tax Knowledge: Awareness of VAT and local tax regulations.

Payroll Support: Assisting with salary calculations and maintaining employee records.

Customer Service: Excellent customer service skills, aimed at achieving customer satisfaction.

Cash Handling and Operations: Well equipped in troubleshooting cash registry machines..
