



HARIS ABDULLAH RATHORE

CASHIER/ACCOUNTANT

CONTACT

☎ 03095345964- 03045699175

✉ rajahashirathore@gmail.com

📍 Islamabad, PAKISTAN

EDUCATION

2016 - 2019

**SARHAD UNIVERSITY OF
SCIENCE AND INFORMATION
TECHNOLOGY PESHAWAR**

Bachelor of Commerce

SKILLS

- Cash Handling & Reconciliation
- Payment Processing (Cash, Credit, Debit) Transaction Accuracy & Documentation
- Customer Service & Communication
- Cash Drawer
- Balancing Financial Reporting & Record
- Keeping Attention to Detail
- Time Management
- Problem Solving
- Basic Discrepancy Resolution
- Accounting Principles
- Point of Sale (POS) Systems
- Security & Compliance
- Awareness

SUMMARY

Detail-oriented and reliable professional with over 4 years of experience in cash handling, transaction processing, and customer service. Proven ability to accurately manage cash, credit, and debit payments while ensuring compliance with financial protocols. Skilled in reconciling cash discrepancies, preparing detailed reports, and maintaining security of cash transactions. Adept at delivering excellent customer experiences with a focus on accuracy and efficiency. Seeking to leverage strong organizational skills and commitment to professionalism in a Cashier/Accountant role to contribute to a company's success.

WORK EXPERIENCE

● Wadood Facilities Management

DEC 2022 - DEC 2024

Cashier

- Handled daily cash, card, and digital transactions with 100% accuracy. Processed guest payments, refunds, and billing in a fast-paced hospitality environment.
- Maintained accurate cash drawer records and completed end-of-day reconciliations. Delivered high-quality customer service, resolving guest concerns professionally. Collaborated with front desk and restaurant teams to ensure seamless guest experience. Ensured compliance with company cash handling and financial procedures.

● MTBC

July 2020- July 2022

Cashier

Accurately processed cash, credit, and debit transactions, ensuring error-free payment handling. Balanced cash drawer daily, reconciled discrepancies, and maintained accurate cash levels throughout shifts. Issued receipts and provided correct change to customers, ensuring proper documentation of all transactions. Recorded and reported daily cash inflows and outflows for accounting and audit purposes. Prepared and submitted detailed transaction reports to the accounting department. Monitored cash security protocols to prevent losses and ensure compliance with company policies.

● Centaurus mall

July 2019- July 2020

Office assistant

- Supporting senior officers with clerical and administrative tasks.
- Preparing documents
- Managing files
- Record keeping
- Handling routine correspondence.
- Clerical and administrative tasks, including typing and data entry.