



# ADIL NAZIR

Accountant | Cashier | Waiter | Barista

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## PROFILE SUMMARY

(Valid QID, with NOC) A versatile and customer-focused professional with experience in Accounting, Cash handling, Food service, and beverage preparation. Skilled in managing financial transactions, delivering excellent customer service, and maintaining a fast-paced work environment. Known for strong attention to detail, effective communication, and the ability to work efficiently under pressure. Adaptable to diverse roles, with a proven track record of reliability and teamwork.

## EDUCATION

### University of Gujrat | Pakistan

2013 - 2017

- Bachelors in Business Administration( Hons)

## WORK EXPERIENCE

### Cashier / Waiter / Barista | Kokoleka Cafe, Legtaifiya, Qatar

2023 - PRESENT

- Efficiently handled cash transactions and operated POS systems
- Prepared and served beverages while maintaining hygiene standards
- Provided excellent customer service and assisted with inquiries
- Provided exceptional customer service by accurately taking orders, delivering food, and ensuring a positive dining experience.

### Accountant Cum Cashier | Rose Collection Fabric Continental Pvt Ltd, Qatar

2022 - 2023

- Creating invoices/quotations
- Managing accounts receivable/payable
- Preparing statements for customers and suppliers
- Inventory reporting and control
- Handling phone calls and emails
- Managing petty cash and daily expenses
- Generating daily cash reports and reconciling with bank
- Processing telegraphic transactions (TT) for suppliers
- Preparing WPS (salary sheet) and payroll

### Cashier / Teller | Ravi Exchange Pvt Ltd, Pakistan

2017 -2021

- Posting inward and outward remittance data, currency exchange information, and expenses into the Financial Management System (FMS).
- Handling foreign currency transactions.
- Generating daily cash reports.
- Preparing vouchers such as Journal Vouchers (JV), Cash Receipts (CRV), Cash Payments (CPV), and Cash Transfer Orders (CTO).
- Managing cash receivables and payables.
- Maintaining a cash movement register.
- Acting as a sales promoter at a Sikh community event (Kartar Por).

### First American Corporation | Pakistan

June 2016 – Aug 2016

- Internship

## PROFESSIONAL SKILL

- Proficient in cash handling, customer service, and teamwork.
- Skilled in communication, time management, and inventory management.
- Experienced in reporting, budgeting, and MS Office.

## LANGUAGES

- English (Fluent)
- Urdu (Native)
- Arabic (Beginner)
- Punjabi (Native)