

ASHIF KHAN

JUNIOR TELLER (ENTRY LEVEL)



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ashif5453@gmail.com

Doha, Qatar

ADDITIONAL INFORMATION

- Valid Qatar ID with NOC
- Can join immediately

SKILLS

- Cash Handling & POS Operation
- Customer Service & Communication
- MS Office (Word, Excel, PowerPoint)
- Time Management & Task Accuracy
- Problem Solving & Adaptability
- Teamwork & Collaboration
- Attention to Detail

EDUCATION

MASTER OF SCIENCE (MSc) IN ZOOLOGY | 2.65/4.00

National University of Bangladesh | 2019 – 2020

BACHELOR OF SCIENCE IN ZOOLOGY | 2.61/4.00

National University of Bangladesh | 2015 – 2018

LANGUAGES

- Bengali – Native
- English – Fluent
- Hindi – Fluent
- Arabic – Basic Communication

CAREER OBJECTIVE

Motivated, positive, and confident junior staff applicant with strong customer service and cash-handling experience. Willing to learn, quick to adapt, and fully open to professional training in exchange operations. Seeking an entry-level opportunity at Gulf Exchange, Qatar to contribute accuracy, excellent customer interaction, and a strong commitment to growth.

PROFESSIONAL EXPERIENCE

CASHIER & RECEPTIONIST

The Victory Hotel, Doha, Qatar | Dec 2024 – Present

- Handled daily cash and card transactions accurately using POS systems.
- Greeted and assisted guests during check-in/out ensuring a smooth experience.
- Managed billing, receipts, and daily transaction reconciliation.
- Used front office systems (Hotelogix/Qwentra) for reservations and financial entries.
- Coordinated with departments to ensure service quality.
- Completed night audit tasks and generated end-of-day reports.

FRONT DESK ASSISTANT

The Grand Sultan Hotel, Bangladesh | Apr 2022 – Aug 2024

- Assisted senior front desk officers with check-ins, records, and documentation.
- Supported customer inquiries and provided accurate service information.
- Coordinated with housekeeping/maintenance to update room status, helped prepare daily front office reports and managed administrative files.

WILLINGNESS TO LEARN & PROFESSIONAL DEVELOPMENT

- Highly motivated to learn exchange house procedures, currency handling, and compliance requirements.
- Open to training in customer verification (KYC), remittance processes, and transaction accuracy protocols.
- Positive attitude, strong work ethic, and confident in adapting to new responsibilities.