

## **ABDELHAK REHAMNIA**

Doha, Qatar

Phone: 31574250

Email: Rehamnia.abdelhak@gmail.com

### **PROFESSIONAL SUMMARY**

Customer service professional with six years of experience in front office and cash handling roles. Strong background in high-volume cash transactions, accuracy, and compliance with procedures. Experienced in daily counter operations and delivering professional customer service. Seeking a Cashier / Exchange Teller position in a reputable exchange company in Qatar.

### **PROFESSIONAL EXPERIENCE**

#### **Algerie Telecom – Algeria**

##### **Assistant Manager – Front Office**

11 April 2023 – 20 August 2025

- Oversaw daily front office and counter operations
- Ensured accuracy of customer transactions and adherence to procedures
- Monitored service quality and operational efficiency
- Prepared daily operational reports
- Handled customer inquiries and resolved issues professionally

##### **Front Office Supervisor**

01 February 2021 – 10 April 2023

- Supervised counter staff and customer service activities
- Managed high-volume customer transactions
- Ensured compliance with internal controls and procedures
- Supported staff training and performance monitoring

#### **UNO Hypermarket – Mostaganem, Algeria**

##### **Cashier**

March 2019 – January 2021

- Handled daily cash transactions including payments and refunds
- Maintained high accuracy in cash handling and reconciliation
- Operated POS systems efficiently
- Delivered professional customer service in a fast-paced environment
- Followed cash control and security procedures

### **CORE SKILLS**

Cash Handling & Reconciliation, High-Volume Cash Transactions, Counter Operations, Customer Service, Transaction Accuracy, Compliance with Procedures, Attention to Detail, Adaptability to New Systems and Processes, Working Under Pressure

### **EDUCATION**

**Master's degree in Audit and Management Control** (2019 – 2021)

**Bachelor's degree in Finance and Accounting** (2016 – 2019)

**High School Diploma – Technical Mathematics, Mechanical Engineering** (2016)

### **LANGUAGES**

Arabic – Native

French – Very Good

English – Good

### **COMPUTER SKILLS**

Microsoft Word

Microsoft Excel

### **AVAILABILITY**

Immediately Available