

CELL PHONE : + 9 7 1 5 0 - 4 9 1 2 3 7 2

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Naqash Khan



OBJECTIVE

To make a difference by employing and constantly improving upon my professional skills.

EDUCATION

Summer 2011-2015

M B A – Bahudin Zakriya University Multan, Pakistan

Summer 2008-2010

B - Com - University of Sargodha, Pakistan

PROFESSIONAL EXPERIENCE

2021-Present

Accountant Cum Cashier Supervisor at Dat to Day General Trading Union Dubai.

Supervised and trained all new hire store cashiers

- ✓ Assisted and trained cashiers in sales techniques, providing excellent customer service, problem solving and daily cash balancing operations
- ✓ Prepared cashier, operations and revenue reports
- ✓ Maintained and managed work flow of 25 - 30 employees
- ✓ Assisted in balancing cash drawers and store safe
- ✓ Assisted with daily store opening and closing procedures

2020-2021

Cashier at Rals Hyepermarket Al Qusais Dubai.

2019-2020

Customer service Cum Cashier at Saving Hypermarket Sharjah, United Arab Emirates

2017-2019

Customer/relationship Officer, Khushhali Microfinance Bank Ltd. Pakistan

- ✓ Establish operation strategy for improving sales
- ✓ Preparation data and information for making regular report data analysis regarding customer
- ✓ Supports customer by providing helpful information, answering, questions, and responding to complaints.

Admin Assistant

Admin Assistant, Popular Group of Industries Pvt. Ltd. Pakistan.

- ✓ Co-coordinating office activities and operations to secure efficiency and compliance to company policies.
- ✓ Supervising administrative staff and dividing responsibilities to ensure performance.
- ✓ Keep stock of office supplies and place orders when Necessary.
- ✓ Manage phone calls and correspondence (e-mail, letters, packages etc.)

**Merchandiser
Experience**

Merchandiser, Pepsi Co. Ltd. Pakistan.

- ✓ Visiting supplier and distributor, negotiation prices with suppliers.
- ✓ Analyzing sales information and ordering products.
- ✓ Helping with promotions and advertising campaigns.

Interest & Activities

- Sports followed – Tennis , Football
- Reading books and listening to music

Computer Skills

- Proficient at using major applications of the Microsoft Office.
- Tally/Quick Books.
- Financial Analysis.
- Marketing Analysis.
- Brand Management.
- Communication Excellence.
- Organizational Behaviour.
- International Business Strategy.
- Internet Surfing.