

MUHAMMAD KASHIF MEHMOOD

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CASHIER / STORE INCHARGE / COMMUNICATION OFFICER

Professional Qualification

Diploma in Commerce- D. Com from the Punjab Board of Technical Education Lahore, Pakistan.

I.T Proficiency

Diploma in Office Management MS Windows, Internet Explorer, Excel, Word & Power Point.

POSESSING A VALID DRIVING LICENCE issued by SHARJA TRAFFIC POLICE.

Professional Exposure

1. Worked as **Cashier and Communication Officer** at **Jumaira Public Kitchen Sharjah, UAE** from November 2014 to February 2023.

My responsibilities included:

In charge for issuing receipts, documentation, warehousing and inventory.

Up keeping track of physical stock and tallying with computer records.

Physical management and up keeping stock materials.

Management of cash on daily basis

Receiving calls for meal orders and assuring delivery of orders in a timely framework.

2. Worked as Store **In charge** at Shangrilla Cuisine Restaurant & Bakers, Punjab Multan. Pakistan. (From September 15, 2007 to October 31, 2014).

Personal Profile

Nationality	:	Pakistani
Date of Birth	:	21 April 1977
Passport No.	:	BM0158381
Visa Status	:	Employment Visa
Passport Expiry Date	:	18/Jun/2028
Marital Status	:	Married
Address	:	Villa No.1, Family Villas, Ramla Umm Al
Quwain,	:	
		UAE.

Languages

Urdu.

English

References

Will be provided on request.