



# MUHAMMAD NAEEM

Cashier / Customer Service Officer

muhammadnaeem01899@gmail.com

971 565627614

Muwailih Commercial, Sharjah, United Arab Emirates

Ability to understand and quickly learn Data Protocols and Concepts. Creation of Security and Process documents and guides. Can work with senior members to create security metrics for the future. Excellent communication skills.

## WORK EXPERIENCE

### Cashier

Limelight (Maypole Pvt. Limited)

03/2021 - 12/2022

Lahore Pakistan

#### Achievements/Tasks

- To receiving payments and issuing receipts .
- To keeping track of all cash and credit transactions.
- Provides face-to-face services in and handles customers' concerns and complaints.
- To attend all counter Customers, receiving calls and inquiries.
- Book keeping and keeping accurate records.
- Preparing invoices and dealing with vendors.
- Up selling of company products to new customers.

### Customer Service Officer

US apparel and Textile (Pvt) Limited

01/2020 - 02/2021

Lahore Pakistan

#### Achievements/Tasks

- Building strong relations with existing and new clients.
- Cross selling company products.
- Complying with regulations and policies of company.
- Maintaining relations with clients to enhance business.
- Conducting marketing activities of company products.

Contact : +92 300 8465382 - taimur@usapparel.com

### Customer services/sales Executive

Friends printing

09/2018 - 07/2019

#### Achievements/Tasks

- looking after the complete sales activities
- Cashier
- Cross selling products
- Provide excellent customer services.

## EDUCATION

### Masters In Commerce

Superior University Lahore

03/2020 - 08/2022

#### Courses

- Accounting & Finance

### Bachelor Of Commerce

AJK University

01/2016 - 03/2018

## SKILLS

Ability to work under Pressure

Cross Selling

Communication Skills

Creativity

Quick Learner

MS office

Decision Making

Customer Service

Conflict Resolution

## VISA STATUS

On Visit (04/2023 - 06/2023)

## LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

Punjabi

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Cricket

Travelling

Current Affairs

Reading