



SEEMAB KANWAL

Teller; Customer Service Representative at Keygem Int.

+971 58 148 6236

seemabkanwalrehmatali@gmail.com

Personal Details

Date of Birth: 20 August, 1995.

Languages: English, Urdu, Punjabi & Turkish

Nationality: Pakistani

Religion: Islam

Marital Status: Single

Visa Status: Visit valid till 28th July, 2023.

Profile Summary

- Proficient in handling cash transactions and operating cash registers with accuracy and efficiency.
- Strong leadership and communication skills.
- Technically-savvy with outstanding relationship building, training, and presentation skills.
- Deadline-driven and proficient in schedule, materials and team management.

Career Timeline



Core Competencies

Leadership Skills



Interpersonal Skills



Problem Solving



Team Management



Education

Year	Degree	University/College/School
2018:	BACHELORS-BS-ZOOLOGY	University of Gujrat, Gujrat.
2014:	INTERMEDIATE-FSC PRE-MEDICAL	Punjab Group of Colleges, Sialkot.
2012:	MATRICULATION-SCIENCE	Concept School System, Sialkot.

Work Experience

2019-2022



Keygem International

<ul style="list-style-type: none">Operated cash registers, processed payments, and issued receipts accurately and efficiently.
<ul style="list-style-type: none">Handled incoming customer calls, emails, chats, or other forms of communication and provide prompt and professional responses to their inquiries, complaints, or requests for assistance.
<ul style="list-style-type: none">Greeted customers, assessed their needs, and provided assistance with product selection, inquiries, and purchases.
<ul style="list-style-type: none">Processed cash, credit card, and check transactions accurately, ensuring balanced cash registers at the end of each shift.
<ul style="list-style-type: none">Resolved customer complaints and issues in a professional and courteous manner, escalating to management when necessary.
<ul style="list-style-type: none">Collaborated with team members to achieve sales targets and meet customer service goals.

Certificates, Achievements and Trainings

Graphic Designing-NS Training (SMC-Private) Limited, Lahore	2022
Video Editing-NS Training (SMC-Private) Limited, Lahore	2022
Social Media Marketing-NS Training (SMC-Private) Limited, Lahore	2022
Appreciation Certificate as Event Organizer-University of Gujrat	2018
2-Days Workshop on GIS Participation-University of Gujrat	2018
Seminar on Biodiversity as Event Organizer-University of Gujrat	2018
Seminar on Health Participation-University of Gujrat	2018
1st Position in Badminton-The American Public High School/Concept School System	2011
Runner-up in Badminton-The American Public High School	2010
Excellent Performance in Sports-The American Public High School	2007
Cyber Academy School Program Accomplishment-Standard Model Public School	2005

References and Additional Documents

The references and additional documents will be provided on demand.
