

# NAQASH KHAN

**Contact: 050-4543814**

**E-mail: naqash.khan1990@gmail.com**



**Address: Dubai**

## CAREER OBJECTIVE

Seeking a challenging position of Cashier and Management of Administrative, Accounting and Marketing in a renowned company where I will be able to utilize my Management skills to maximize the efficiency and help in the growth of the company.

## Professional Certification & Academic Education

No.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	MBA	B.Z.U MULTAN	FINANCE	2015
2	Bachelor in Commerce	U.O.S	Accounts & Economics	2010
3	Diploma in Commerce	P.B.T.E LAHORE	Accounts & Statistics	2008
4	SSC	D.G KHAN	Science	2006

## SKILLS & COMPETENCIES

- ✓ Office management.
- ✓ Strong organizational, administrative and analytical skills.
- ✓ Excellent working knowledge of all Microsoft Office packages.
- ✓ Ability to produce consistently accurate work even whilst under pressure.
- ✓ Ability to multi task and manage conflicting demands.
- ✓ Word Processing, Soft Presentation, Ms. Office, Internet

## Cashier Supervisor at Day to Day International Trading LLC. (Present)

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

### **Cashier cum Customer Service at RALS HYPERMARKET December 2020 to 2021.**

- ✓ Open and maintain customer accounts by recording account information
- ✓ Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- ✓ Maintain financial accounts by processing customer adjustments
- ✓ Recommend potential products or services to management by collecting customer information and analyzing customer needs

### **Cashier at Savings Hypermarket L.L.C - SHARJA**

**December 2019 to December 2020**

- ✓ Manage transactions with customers using cash registers
- ✓ Scan goods and ensure pricing is accurate
- ✓ Collect payments whether in cash or credit
- ✓ Issue receipts, refunds, change or tickets
- ✓ Redeem stamps and coupons
- ✓ Cross-sell products and introduce new ones

### **Accounts Executive at Khalid Al Arabic Trading L.L.C - SHARJA**

**October 2019 to December 2019**

- ✓ Handling All Accounts of Company
- ✓ Payment voucher Receipt Voucher

- ✓ Petty Cash Book
- ✓ Bank Reconciliation Book.

**Bank Relationship Officer Khushhali Micro Finance Bank – Pakistan**

**March 2018 to April 2019**

- ✓ Answer questions about account types and banking products, such as CDs, money market accounts, loans and credit cards
- ✓ Check on the status of customer accounts and track checks and payments
- ✓ Review and explain account charges
- ✓ Assist banking customers who are victims of fraud, theft or identity theft

**Language**

- ✓ Urdu - Expert
- ✓ English - Expert
- ✓ Arabic - Beginner
- ✓ Hindi - Expert
- ✓ Punjabi – Expert

**Declaration**

I hereby that information furnished above are true and correct to the best of my knowledge and belief.