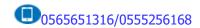
FARWA YAQOOB

PROFESSIONAL DATA ENTRY OPERATOR AND CASHIER







Personal Details

Date of Birth: 18 AUG 1994 **Languages:** English, Urdu and

Punjabi

Nationality: Pakistani

Marital Status: Single

Address: DUBAI UAE

Profile Summary

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures. 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

Work Experience

JULY 2022 To CONTINUE:

Cashier Shobra Trading Of Ready Garments LLC-DUBAI

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.

Work Experience

MARCH 2019 TO JUNE 2022:

Data Entry Operator TDCP_ITHM (Govt of Punjab):

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.

Diploma	Tourism and Hotel Management
BS	Bachelors in Science from University of Sarghodha
FSC	Intermediate in Faculty of Science BISE , Gujranwala
MATRIC	Secondary School Certificate BISE GRW

Leadership skills, Problem solving skills

Core Competencies

Education

Team Player, Communication skills

Skills

- Microsoft Offce Word, Excel, power point
- Good command in Internet Browsing

Reference

Reference will be given on demand.