

Curriculum Vitae



NOSHEEN NAZIR

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Position Apply: Admin Assistant/Cashier/Data Entry /Secretary

Personal Information

Date of Birth	: 17/09/1991
Nationality	: Pakistan
Marital Status	: Married
Gender	: Female
Passport No	: LJ9825311
Visa Status	: Residency Visa (Own)
Date of Expiry	: 21/01/2025
Experience	: 1 Year

Objective:

Dedicated and detail-oriented professional seeking a position as an **Admin Assistant, Cashier, Data Entry Clerk & Secretary** to leverage strong organizational skills, excellent communication abilities, and a passion for delivering exceptional customer service.

Education

- B.Ed. (Bachelor of Education) - University of Sargodha (2015). [Attested]
- B.Sc. (Bachelor of Science) – University of the Punjab (2013). [Attested]
- F.A. (Fine Arts)– Board of Intermediate & Secondary Education Gujranwala (2009).
- Matriculation (10TH) - Board of Intermediate & Secondary Education Gujranwala- (2007).

Training Courses

- Islamic Knowledge Course - Sharia College for Girls Murarian Sharif (2015).
- Certificate of Computer – Lyceum Institute of Computer Science (2007).

COMPUTER KNOWLEDGE

- Basic Knowledge on Microsoft Windows MS Office (MS Excel, MS Word, MS PowerPoint, Outlook).
- Internet & Email.

Professional Experience

- **Administration Assistant & Exam Invigilator – (Syscoms College - Al Ain Campus- UAE). 15 May - 2023 to 26-June2023. (Contract) (EXPERIENCE CERTIFICATE).**
- **Teacher Up to Middle Class - (Jamia Faizaan e Ouliya - Lakhanwal Khas, Gujrat, Pakistan) 2019 – 2021**
- **Teacher Up to Middle Class - (The Knowledge School - Bagowall Kallan, Gujrat, Pakistan) 2017 – 2018.**

Admin Assistant Responsibilities

- Managed office tasks, including answering phones, scheduling appointments, and organizing meetings.
- Coordinated travel arrangements, expense reports, and office supply orders.
- Assisted in preparing presentations, reports, and documents for internal and external stakeholders.
- Collaborated with team members to ensure smooth office operations and efficient workflow.

Cashier Responsibilities

- Processed customer transactions accurately and efficiently using a POS system.
- Handled cash, credit card, and mobile payment transactions, ensuring balanced cash registers at the end of each shift.
- Provided exceptional customer service by addressing inquiries, resolving complaints, and assisting with product selection.
- Maintained a clean and organized checkout area, contributing to a positive shopping experience.

Data Entry Responsibilities

- Entered and verified large volumes of data into the company database with a high level of accuracy.
- Assisted in auditing and cleaning existing data to ensure data integrity and consistency.
- Collaborated with team members to improve data entry processes and streamline workflow.
- Generated reports and summaries based on entered data for management review.

Skills

- Administrative Tasks: Proficient in handling various administrative tasks, such as appointment scheduling, file management, and office organization.
- Cash Handling: Experienced in accurate and efficient cash handling procedures, including processing transactions, reconciling cash drawers, and maintaining financial records.
- Data Entry: Skilled in entering and maintaining data with a high level of accuracy and attention to detail.
- Communication: Excellent verbal and written communication skills, with the ability to interact professionally with customers, colleagues, and superiors.
- Microsoft Office Suite: Proficient in Microsoft Word, Excel, and PowerPoint for creating documents, spreadsheets, and presentations.
- Time Management: Effective at prioritizing tasks, managing multiple responsibilities, and meeting deadlines.
- Problem Solving: Proven track record of identifying issues, analyzing situations, and implementing appropriate solutions.
- Comfortable with office equipment including a computer, telephone, scanner, calculator, and photocopier.

Languages

- Urdu (Excellent)
- English (Good)
- Punjabi (Excellent)

Reference

Available upon request.