



# MUHAMMAD JAVAID BUTT

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📍 Al bada street 24 D villa 166

## Profile

- I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, and reliable and possess excellent timekeeping skills.

## Education

Bachelor Sep 2018 – Sep 2020  
University of Central Punjab  
I completed my Bachelor's degree at the University of Central Punjab Lahore, majoring in Commerce from 2018 to 2020 with 1st Division 971 out of 1500.

## Employment

HEAD Cashier (Gujranwala, Pakistan) Oct 2022 – Sep 2023  
Carrefour Hypermarket

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases. Resolves customer issues and answers questions.
- Resolves customer issues and answers questions.
- Provides a positive customer experience with fair, friendly, and courteous service

Cashier (Gujranwala, Pakistan) Sep 2019 – Sep 2022  
Imtiaz Super Market

- Balances cash drawer by counting cash at beginning and end of work shift. Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.

## Internships

Assistant Accountant Feb 2019 – Aug 2019  
Fast Consultant, Gujranwala

- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay orders, payables, receivables, and purchase orders.

## Personal details

Date of birth  
February 22, 1998

Place of birth  
Gujranwala, Pakistan

Gender  
Male

Nationality  
Pakistan

Civil status  
Unmarried

LinkedIn  
LinkedIn.  
com/MuhammadJavaid

## Skills

Analytical

Microsoft Office

Presentation

## Languages

Urdu

English

## Hobbies

- Playing Cricket
- Playing Baseball
- Swimming

- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
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## Courses

International English Language Testing  
System

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Mar 2021

## References

References available upon request.

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■ Book Reading

■ Travelling

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## Qualities

■ Honesty

■ Problem solving

■ Leadership

■ Flexibility