

Munir Ahmad

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Subject: Application for Cashier

PROFILE

Dedicated professional with a Bachelor studies in Computer Science (BScs) and a versatile background in security, customer service, education and cashier roles. Proven problem-solving skills, effective communication, and a quick learner. Four years of security experience in Sharjah, UAE, coupled with roles as a computer operator, school teacher, and part-time cashier in Pakistan. Seeking a challenging position to apply technical knowledge and contribute to organizational success.

EDUCATION

BS Computer Science (BS-CS) (attested)	2013-2017
<i>University of Peshawar Pakistan</i>	
HSSC (Fsc)	2011-2013
<i>Govt. Degree College Peshawar Pakistan</i>	
SSC (Matric)	2009-2011
<i>Govt. High School Peshawar Pakistan</i>	
Diploma in IT (DIT)	2016-2017
<i>Aysha English Language and Computer Center</i>	

BASIC SKILLS

- Good Written and Verbal Communication
- Problem Solving
- Time Management
- Product Knowledge
- Basic Computer Knowledge
- Team Work
- Punctuality
- Valid driver's license
- Navigation skills

COMPUTER SKILLS

- MS Office Suite (Word, Excel, PowerPoint)
- Data Entry and Management
- Email Communication & Management
- Internet and Web Browsing
- Familiar with all Windows
- Good typing speed (50 wpm)

WORK EXPERIENCE

Security Officer	2019-2024
<i>Saned Security in Sharjah UAE</i>	
<ul style="list-style-type: none">• Protect property• Controlling access to building• Monitoring alarms & surveillance systems	<ul style="list-style-type: none">• Monitoring CCTV cameras• Writing activity & incident report
Cashier	2017-2018
<i>Ali CNG Fueling Station in Peshawar Pakistan</i>	
<ul style="list-style-type: none">• Handle cash, credit or check transactions with customers• Scan goods and collect payments• Ensure pricing is correct	<ul style="list-style-type: none">• Greet customers when entering or leaving• Process returns and check to see if items are damaged

- Issue change, receipts, refunds, or tickets
- Resolve customer complaints, guide them and provide relevant information
- Keep reports of transactions
- Bag items carefully
- Answer customer's questions and get a manager if answer does not solve the issue
- Changed tapes and ribbons of cash register machines regularly to produce clear printed receipt

Computer Teacher and Computer Operator

2017-2019

Fahim Model School and College Peshawar Pakistan

- Teach computer skills and software usage
- Develop lesson plans and course materials
- Installing and configuring computer hardware
- Operating system and applications
- Collecting and entering data in database
- Maintaining accurate record of information
- Evaluate students' progress and assignments
- Help students with technical issues
- Manage classroom behavior and activities
- Review data for deficiencies or errors
- Perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Uses basic office equipment's

LICENSE DETAIL

- Driving License: Light Motor Vehicle + Motorcycle
- Issue Date: 1/11/2021
- Expiry Date: 09/10/2028
- Issue Place: Sharjah, United Arab Emirates

LANGUAGES

- English
- Urdu
- Arabic
- Pashto