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NOOR ALAM KHAN

C A S H E I R

EDUCATION

Bachelor in Computer Science Aug 2023 Bacha Khan University Charsadda

- **GPA:** 3.17/4.0
- **Relevant Coursework:** Computer communication and Networks, Telecommunication system
- **Honors & Awards:** HEC (Need Base Scholarship) through merit for overall excellence in six semesters out of eight

Higher Secondary School Certificate (Pre-Engineering) (2018-2019)
Secondary School Certificate (Science) (2016-2017)

WORK EXPERIENCE

ONE YEAR OF EXPERIENCE AS A CASHEIR AT GRILLED PIZZA CHARSADDA PAKISTAN (JUN- 2022 - JUL 2023)

Managed backup inventory ordering and shelf stocking.
Clean food preparation areas, cooking surface.
Verify that prepared food meets requirement for quality and quantity.
Sort, count and wraps coin and currency.
Be aware of all promotion and advertisement that affect product price.
Process payment made with cash, credit card and debit card.
Update raw material demand according customer flow.

ONE YEAR OF EXPERIENCE AS ACCOUNTANT AT MID TOWN CAFE CHARSADDA PAKISTAN MAR 2021 – APR 2022

DUTIES AND RESPONSIBILITIES

Manage account Receivable and Payable.
Reconcile Bank Statement.
Making Invoices.
Maintain Work Order.
Reconciliation of Ledgers.
Stock Controller.
Give progress report of sales managers.

PROFILE

As a Computer Science graduate with Two years of diverse experience,

I excel in various roles, including Cashier (using POS point of sales system software), Assistant Accountant (Company customize software), Proficient in handling inquiries, resolving issues, and ensuring client satisfaction.

CONTACT

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HOBBIES

Reading Books
Visit Historical Places
Driving

PROFESSIONAL SKILLS

Knowledge of advance MS-Excel. Knowledge of MS-Office. Able to work on other accounting software. Two years of experience as Accountant. Reconciliation of bank statements. Excellent in Receivable and payable accounts. Able to handle stock controller on excel. Progress report of sales managers daily, weekly, monthly basis.