



NOBEL JAVED

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Martial Status: Single
D-O-B: 19-12-1999
Visa Status: Visit Visa

PROFESSIONAL SUMMARY

Dedicated and customer-focused professional with extensive experience as a Cashier and Customer Care Representative. Skilled in providing exceptional service, handling transactions accurately, and resolving customer inquiries with efficiency and empathy. Proven ability to maintain a positive attitude in fast-paced environments, ensuring customer satisfaction and fostering loyalty. Strong communication, organizational, and problem-solving skills, with a commitment to delivering a seamless and enjoyable.

WORK EXPERIENCE

Cashier Officer & Front Desk Officer, Western Union Jan 2023 - Dec 2024

- Resolve customer complaints or escalate issues to management when necessary.
- Collaborate with team members to achieve sales goals and ensure smooth store operations.
- Stay informed about current promotions, discounts, and product offerings.
- Adept at multitasking, managing cash registers, and maintaining a clean and welcoming environment.
- Maintain a balanced cash drawer and prepare accurate end-of-shift reports.

Customer Executive Officer, Habib Bank Limited Feb 2021 - Dec 2022

- Maintain a balanced cash drawer and prepare accurate end-of-shift reports.
- Answer customer questions regarding products, prices, promotions, and store policies.
- Assist in maintaining a clean, organized, and well-stocked checkout area.
- Bag or package purchases and ensure customers leave with a positive impression.

Cashier Officer, Al Raazi exchange LLC Mar 2020 - Jan 2021

- Greet customers warmly and provide prompt, courteous service at the checkout counter.
- Accurately process sales transactions, returns, and exchanges using the point-of-sale (POS) system.
- Handle cash, credit/debit card payments, and other forms of payment securely and efficiently

EDUCATION

Bachelor of Science In Computer Science Sep 2019 - July 2023

Foundation University Islamabad

- Major in System Software.
- Thesis on "Technological Advancements within the current Project Management".

Intermediate (Pre- Engineering) Aug 2017 - May 2019

Army Public School & College

- Relevant coursework in Computer Science
- Project in Banking System, ERP System, International company.

ADDITIONAL INFORMATION

- **Technical Skills:** Cash handling and transaction processing, Customer service and relationship management, Point-of-Sale (POS) system, Team collaboration and time management, Attention to detail and accuracy, Multitasking in high-pressure environments, Fast-paced retail or service-oriented setting.
- **Languages:** English, Urdu, Hindi.
- **Certifications:** Agile Professional, Software Engineer (Engineering Council).
- **Awards/Activities:** Employee of the Month, Top Cashier Award, Perfect Attendance Award, Team Player Award, Sales Achievement Award, Customer Service Excellence.