

# Urwa Shehzadi

## BS Mathematics

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### OBJECTIVE

Young, enthusiastic and result-oriented person who is interested in solving multidimensional and complex tasks. Speedy and efficient cashier in fast-paced retail environments. Skilled in operating cash registers, processing various payment methods, and providing exceptional customer service. Committed to increasing operational excellence and customer loyalty.

### PROFILE SUMMARY

Having proficient experience as a Junior Accountant and coordinator at:

- Al Nahda Hills Hyper Market. (Sharjah-UAE) **Cashier**.
- Allied School. (Lahore-Pakistan) **Office Coordinator**.

### CORE COMPETENSIES

- |                    |                   |
|--------------------|-------------------|
| • Communication    | • Cash handling   |
| • Teamwork         | • MS Office       |
| • Customer service | • Inventory       |
| • Administrative   | • Time management |
| • Flexibility      | • Compliance      |

### PROFESSIONAL EXPERIENCE

#### AL Nahda Hills Hyper Market. (Sharjah-UAE)

**Cashier.**

**February 2024 to February 2025**

- Employ strong interpersonal skills to greet customers in a friendly manner and take orders accurately.
- Scan goods, collect payments and ensure pricing is correct.
- Applied math skills to conduct daily cash counts and balance registers.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Handle cash, credit or check transactions with customers.
- Maintain cleanliness of the counter, drawers, tables, and workplace according to office guidelines.

#### Allied School. (Lahore - Pakistan)

**Office Coordinator.**

**January 2023 to December 2023**

- Experience in personal assistance and executive administrative assistance.
- Administrative assistance skills including scheduling and record keeping.
- Proficiency in Microsoft Office and office management software.
- Operate the office telephone system Receiving and Transferring calls.
- Manage the reception counter and receive guests.
- Receive and dispatch documents, mails and faxes.
- Keep inventory of books and magazines, and maintain the library system.
- Performs regular backups to ensure data preservation as well as sort organize and store hardcopies.

## PROFESSIONAL SKILLS

### Information Technology and Computer Skills:

- MS office, Word, Power Point

### Communication and Presentation Skills:

- Advance English Language Intermediate Level.
- Written and spoken proficiency in English and Urdu.

### Leadership and management:

- Maintain relationships with genuine interest and appreciation teammates and other stakeholders.
- Time Management Skills

## EDUCATION

BS Mathematics, 2023  
FSC (Pre Engineering), 2019  
Matriculation (Science), 2017

Govt. Collage University Faisalabad.  
Board of Intermediate and Secondary Education, Pakistan  
Board of Intermediate and Secondary Education, Pakistan

## PERSONAL DETAILS

**Nationality**

Pakistani

**References**

Furnished upon request