AMNA RIZWAN

Cashier/Customer Service

📞 **+971545248685**   @ **aminarzwan@gmail.com**

📍 **Sharjah**

EXPERIENCE

Cashier/Customer Service

Advance Technology Home

📅 04/2022 - 05/2023   📍 Location

- Delivered quick and accurate service, consistently achieving a 95% speed rating during peak hours.
- Operate the cash register, process cash, credit, and debit transactions accurately
- Handle customer returns and exchanges, ensuring a smooth and efficient process
- Maintain a clean and organized checkout area to enhance the shopping experience
- Balance the cash drawer at the end of each shift, ensuring all transactions are accurately recorded
- Assist with stocking shelves and organizing displays during downtime

Cashier/Customer Service

Index Insurance

📅 02/2019 - 03/2022   📍 Location

- Provided fast and friendly service to customers, ensuring a positive shopping experience
- Processed payments and gave correct change quickly and accurately
- Resolved customer inquiries and complaints with professionalism and courtesy
- Assisted in training new cashiers, sharing best practices and store policies
- Supported inventory management by tracking and reporting low-stock items

EDUCATION

Master of Science in Management Science

National Collage of Business Administration and Economics

📅 03/2023 - 03/2023   📍 Lahore Pakistan

Bachelor of Commerce

Universty of The Punjab

📅 06/2016 - 06/2016   📍 Lahore Pakistan

Intermediate in Commerce

Govt. Girls Higher Secondary School

📅 09/2014 - 09/2014   📍 Lahore Pakistan

Matriculation in Humanities

Govt. Girls Higher Secondary School

📅 03/2012 - 03/2012   📍 Lahore Pakistan

SUMMARY

Friendly and dependable Cashier with experience in handling cash transactions and providing great customer service. Skilled in using point-of-sale (POS) systems and managing cash registers. Known for accuracy, efficiency, and helping customers with a positive attitude. Looking to bring my skills to Index insurance.

SKILLS

Customer Services	Cash Handling
Attention to Detail	Communication
Time Management	Basic Math Skills
Problem-Solving	Teamwork
Inventory Management	
Dependability	

LANGUAGES

Hindi
Advanced   🔵🔵🔵⚪⚪

English
Advanced   🔵🔵🔵⚪⚪

Urdu
Advanced   🔵🔵🔵⚪⚪