



# MADIHA KABIR

CASHIER

📍 SHABIYA, 11, ABU DHABI, UAE

📞 052 412 9786

✉️ madihakhurram99@gmail.com

## ABOUT ME

Experienced Cashier and Office Administrator with 2 Years at Habib Bank, Lahore | Proficient in Data Entry, Cash Handling, and Customer Service | Eager to Contribute to Your Team with My Expertise and Dedication

## SKILLS

APPOINTMENT SCHEDULING

OFFICE ADMINISTRATION

RECEPTION MANAGEMENT

DOCUMENT MANAGEMENT

PAYMENT PROCESSING

RECORD KEEPING

CASH HANDLING

DATA ENTRY

## LANGUAGES

ENGLISH

HINDI

## PERSONAL DETAILS

**Date of birth**

25/12/1990

**Nationality**

Pakistani

**Visa status**

Spouse Visa

**Marital status**

Married

## WORK EXPERIENCE

### HABIB BANK PAKISTAN LAHORE

Lahore

Feb 2017 - Mar 2019

#### Cashier

Operated cash register, processed payments, and handled cash, credit, and mobile transactions accurately. Provided excellent customer service by answering questions, resolving issues, and ensuring a smooth checkout experience. Maintained a clean and organized checkout area. Assisted with stocking shelves and restocking items when needed. Balanced cash drawer at beginning and end of shift with 100% accuracy

### THE EDUCATOR SCHOOL

Lahore

Apr 2015 - Mar 2017

#### Cashier

Managed daily administrative tasks including filing, data entry, and document preparation. Handled student fee collection, prepared invoices, and maintained financial records. Assisted with payroll processing and maintained staff attendance records. Coordinated communication between school departments, parents, and external vendors. Used MS Excel and accounting software (e.g., Tally, QuickBooks) for data management and reporting

## EDUCATION

### UNIVERSITY OF PUNJAB

Lahore

2012

#### Bachelor

Gained knowledge in accounting, marketing, finance, and business operations Proficient in Microsoft Excel, financial reporting, and data analysis Developed strong analytical and numerical skills

### ALI INSTITUTE OF EDUCATION

Lahore

2024

#### Post Graduate Diploma in Education

Qualified to teach at [Primary/Secondary] level. Completed teaching practicum and coursework in pedagogy, assessment, and classroom management.

## HOBBIES

BOOK READING, CREATIVITY,