

Leena Almeer

Al Ain, UAE | Emirati | 2005 | leenasalah13@gmail.com | 0568412794 | languages: English & Arabic

Area of Expertise

- Communicating skills
- Team working
- Administrative leadership
- Customer service
- problem solving
- Accounting

Work Experience

Cashier carrefour Al Jimi mall | May 2024 to current

- o Achieved a certificate of risk and compliance (H&S) induction classroom
- o Achieved a certificate of completion The Majed Al Futtain CCO school
- o Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- o Completed opening and closing procedures each day.
- o Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- o Resolved customer complaints and answered queries about store products.

Volunteering | 2023 – 2024

- o Al Ain book festival: led a team of 8 members and give them orders to organize their departments.
- o AD MOMENTS – ALAIN CLUB: led a team of 6 members and give them orders to organize their departments.
- o Asian youth chess tournament: led a team of 20 members and asked them to supervise the safety deposit box and ensure that all visitors hand over their personal belongings before entering the hall.
- o Flowers festival: led a team of 5 members asking them to organize the section from crowd.

Professional skills

Administrative leadership experiences in the field of customer service

Experienced in cash handling, financial transactions, and daily reconciliation. Skilled in basic accounting principles, invoice processing, expense tracking, and POS systems, ensuring accuracy and efficiency in sales operations.

Education

High school diploma – Abu Dhabi Island International Private School | 99% | 2023