

SHAHZAD SAMOO

ACCOUNTANT/ CASHIER/ DATA ENTRY OPERATOR

Current Location: Sharjah, UAE.
Mobile No.: 00971-50-7058-086
Email: Shahzadsamoo18@gmail.com
Visa Information: Employment Visa (Valid until -Dec-2025)

Objectives

I want to secure a suitable position in a reputable organization that will enable me to use my strong communication and organizational skills, counter staff background and adequate knowledge of Microsoft Office (MS Excel, MS Word and MS PowerPoint) and my ability to work friendly with my colleagues.

What I Have to Offer

- I have positive attitude towards my work
 - I have good negotiation and communication skills
 - I have the ability to deal with all types of customers
 - I have the ability to work in a fast pace environment
 - I have ample knowledge of various computer applications / programs
 - I have problem solving abilities which allows me to work well under pressure
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Work Experience

1- Accountant / Assistant

Al Shamikha Copper & Scrap Tr (From 2022 ... Continue)

- Providing customers a personalized, friendly and efficient cashiering experience
- Responsible for petty cash
- Managing / training new cashiers
- Helping to resolve customer complaints
- Receive payments through cash / credit card / cheque
- Reconciling the cash drawer at the end of the day

2- Manager

Matiari Travel & Tours (Travel Agency) (Feb 2018- March 2021)

- Managing and organizing events and facilities management
- Drafting official letters, notices and other official documents
- Preparing agenda and taking/compiling minutes of meetings
- Compiling daily reports for the Chairman (boss) of the institute
- Screening phone calls, enquiries and requests, and handling them accordingly
- Arranging travel and accommodation and occasionally travelling with the boss
- take notes or dictation at meetings or to provide general assistance during presentations
- Organizing and attending meetings and ensuring the boss is well prepared for the meetings.

Education

- **Bachelor's in Arts**
University of the Sindh – Jamshoro – Pakistan
Session: 2016-17
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Skills

Hard Skills

- Database Management
- Microsoft Office

Soft Skills

- Counter Staff Management
 - Proficient Communication
 - Product Knowledge
 - Problem Solving
 - Adaptability
 - Negotiation
 - Teamwork
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Languages

- English: Fluent
- Urdu/Hindi: Native
- Sindhi. Native