**Objective: -**

To work in challenging & growing organization to

Make full use of capabilities and the professional skills to grow in the

Hierarchy of organization.

**Profile: -**

Date of Birth: 28/09/1994

Domicile: Sargodha

Nationality: Pakistani

•FSC (pre.engg) from ITM College of Commerce Sargodha.

(From Board of Intermediate & Secondary Education Sargodha Obtaining 768/1100 Marks)

• Matric(Science) from Govt. High School Mateela

(From Board of Intermediate & Secondary Education Sargodha Obtaining 873/1050 Marks)

**Computer Skills: -**

* POS Software
* Microsoft Office (Word, excel, power Point, Access, Outlook)
* Operating system (windows 98, 2000, XP, vista, Window 7, Window 8, Window 10)
* Internet (Email, Downloading, Uploading,etc)
* To Operate Scanner Printer & photo copy Machine
* Collecting Information from Internet

**Communication skills:-**

* **English**
* **Arabic Beginner**
* **Urdu**
* **Punjabi**

**Work experience**

Receptionist (Cashier,Computer Operator) with 2 years of work experience

**Responsibilities: -**

**Customer Service:-**

1.Customer Dealing.  
2.Effectively manage large amounts of incoming calls.

3.Generate sales leads.

4.Identify and assess customers needs to achieve satisfaction.

5.Provide accurate,valid and complete information by using the right methods/tools.

6.Handle complaints , provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.

7.Take the extra mile to engage customer.

**Cashier:-**  
1.Greet customers.  
2.Handling all the cash transaction of an organization.  
3.Maintaining monthly daily report of transactions.

4.Checking daily cash accounts.

5.Guiding and solving queries of customer.

**Telephone Operator:-**  
1.Infor mation to customers on call.  
2.Handle complaints on call.

3.Advance Booking on call.

**Computer Operator: -**

1.Starts the software by entering commands.

2.Prepare bill for customer.

3.Back up monthly sale report.

**First Name of Application CV No:** **1668714**

Whatsapp Mobile: +971504753686

