

**SHAJAH**

**Email:** **Shajah.306782@2freemail.com**



**PERSONAL PROFILE**

Seeking position, where a hospitality professional can add value, achieve professional excellence and steady growth. To be part of a team, contributing, learning and enhancing my developments to achieve new heights in the field of Cash Management r (Any suitable position)

**KEY SKILLS**

* To become a professional and strategic decision maker.
* Able to identify problem and promote solution.
* Interpret instruction and carry out policies accurately.
* Willingness and ability to take on responsibility.

**KEY EXPERIENCE**

* Over 5 years in the field of Finance and accountancy.
* Communication and interpersonal skills for effective teamwork.
* Knowledge of Internet, Email access and data applications.
* Able to work under own initiative with minimum supervision.

**EDUCATIONAL QULIFICATION**

* Completed Bachelors degree in commerce.

**LANGUAGE**

* English
* Urdu

**WORK EXPERIENCE**

1. Work as office Assistant for 1 year in Pakistan.
2. Work as Office clerk in Abudullah yousuf al marzouqi for 2 year
3. Work with York International Hotel as Club Cashier 6 years.

**Responsibilities:**

* Managing daily sales report.
* Managing Customers billing Transactions.
* Credit card and Cash Payment Receipts.
* Providing daily operations report to account department.
* Providing orders to relevant department for services.
* Working on IDS Software for accounts management.
* Petty Cash Management for day to day expenses.

**PERSONAL DETAILS**

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| Date of birth | :12-08-1984 |

Nationality : Pakistani