

ANAM AZEEM

RESUME

Address House: Al Mansoura Doha Qatar
Cell No: +974-31470800 **Email:** anamyousaf0786@gmail.com

QID & NOC I can provide Apply As a Female Cashier, Florist, Customer service

PERSONAL PROFILE

Father's Name : Muhammad Yousaf
Date of Birth : 14-04-1995
Religion : Islam
Nationality : Pakistani
Passport : NG6915301

QUALIFICATION

Qualification	Board College University
M.A Master Of Arts	GC University of Faisalabad
Graduation B.A + B.ED	GC University of Faisalabad
Intermediate + Metric	Board of intermediate Faisalabad

EXPERIENCE

***Al Fateh Hypermarket :**

(10 June 2020 to 05 August 2024) As a Cashier, customer service

- **Job duties:**
 - Greetings customers entering the store.
 - Scan items and ensure pricing is accurate.
 - Collect payments (Cash , credit/ debit cards) and issue Receipt.
 - Bags items carefully.
 - Resolve customer complaints, guide them and provide relevant information.
 - Maintain a clean and tidy checkout area.
 - Always guide and convey customer our new offer and new products.
 - Distribute special offer Pamphlets correspondence memos.
 - Keep Reports of Transaction.
 - Process return and exchange always be inform the Floor Supervisor.
 - Proficient in MS Office.

• **Al Kareem Cash and Carry :**

• **(5 April 2017 to 06 June 2020)** As a Cashier and Customer service.

• **Job duties:**

- Greetings customers and provide best customer service.
- Properly handle Cash Till and POS Machine.
- Properly Scanning barcode the products.
- Receive bill amount Via cash / credit card according to POS machine.
- Refund, return and exchange products according to customer requirements.
- Dairy products selling time focus expiry checking
- Monthly Remerchandising according to FIFO and LIFO and pull out expiry to assigned Gondola or Shelve.
- Properly maintain and keep clean Cash counter Area.
- After the finish of customer bill politely greetings to customer thanks to your kind visit see you again.
- The finish of shift properly Cashier till close and properly collect the cash and credit card slip , voucher , coupon.

COMPUTER SKILL

- * Microsoft soft office word, excel
- * Typing
- * Internet,
- * IPOS .net (Software Use)

Skills and Hobbies

- * Languages : Urdu, Punjabi, English, Hindi
- * Hobbies : Reading News paper, The Holy (QURAN) Books.

References

References and any person and Documents proof would be provided on demand.