



## Muhammad FAISAL

CASHIER

### Details

+971 56 289 5152

[faisalaltaf96@gmail.com](mailto:faisalaltaf96@gmail.com)

### Skills

Microsoft Office

Data Entry / Data Management

Interpersonal Skills

Focused & result orientated

Customer Service

### Languages

English

Urdu

Hindi

Panjabi

Arabic

### Profile

Result-oriented professional with 8+ years of experience and a proven knowledge of customer service and sales & marketing. Aiming to leverage my skills to successfully fill the suitable role at any workplace.

### Employment History

#### **Data Entry Operator cum Fleet Coordinator at AWS Distribution (Fleet Department) Jebal Ali Industrial Area 1, Dubai**

February 2023 – Till Now

- Maintained ongoing accounts SALIK , ENOC ,ADNOC , DARB.
- Maintain records of vehicles movements, maintenance, fuel consumption, and driver activities.
- Check source documents for accuracy and verify data when required.
- Performed clerical duties such as answering the phone and distributing mail.
- Accurately input and update data related to fleet operations into the system.
- Interacting with internal departments to help fulfill requests.
- Oversee the input of a team to ensure accuracy.

#### **Cashier at Ravi Exchange Company | Sahiwal , Punjab**

DECEMBER 2021 - DECEMBER 2022

- Greeted and informed customers of products, fostering positive store experiences.
- Maintained cash accuracy by working with supervisor to correct deficiencies.
- Built and maintained positive working relationships with co-workers.
- Reconciled and prepared bank deposits.
- Provided efficient and courteous service to customers.
- Attended training to refresh on current procedures and learn process improvements.
- Enforced store safety and cleanliness standards, reducing hazards.
- Counted cash drawers at beginning of shifts to verify correct amounts.
- Monitored self-checkout stations to assist customers and ensure registers working appropriately.
- Kept periodic balance sheets of amounts and numbers of transactions.
- Computed and recorded totals of transactions.

#### **Cashier at Oman Oil Filling Station | Shinas , Oman**

JAN 2017 — FEBRUARY 2020

- Reconciled and prepared bank deposits.
- Delivered service excellence through all points of contact.
- Built and maintained positive working relationships with co-workers.
- Leveraged POS system to perform purchase transactions for team members and customers.
- Counted cash drawers at beginning of shifts to verify correct amounts.
- Processed cash, check, and credit cards for customer purchases.

### **Salesman at A.M Housing Developer | Sahiwal , Punjab**

NOVEMBER 2014 — DECEMBER 2015

- Provided product information to customers and aligned products with customer needs to boost satisfaction.
- Built and maintained pipeline that supported monthly, quarterly and annual goals.
- Built and established strong relationships with customers, enabling long-term partnerships.
- Evaluated client feedback to brainstorm ways to improve products and provide quality customer service.
- Cold called potential customers to generate leads.

### **Sales and Marketing Representative at Zong Telecom | Sahiwal , Punjab**

NOVEMBER 2014 — DECEMBER 2015

- Provided product information to customers and aligned products with customer needs to boost satisfaction.
- Built and maintained pipeline that supported monthly, quarterly and annual goals.
- Built and established strong relationships with customers, enabling long-term partnerships.
- Evaluated client feedback to brainstorm ways to improve products and provide quality customer service.
- Cold called potential customers to generate leads.

### **Courier Supervisor at TCS Courier Company | Sahiwal , Punjab**

AUGUST 2012 — NOVEMBER 2014

- Received messages and materials to be delivered and information on recipients, such as names, addresses, telephone numbers and delivery instructions, communicated via telephone, two-way radio, and in person.
- Recorded information, such as items received and delivered and recipients' responses to messages.
- Was delivered according to delivery route.
- Checked with home offices after completed deliveries to confirm deliveries and collections and to receive instructions for other deliveries.
- Loaded vehicles with listed goods, checking for proper loading and taking precautions with hazardous goods.
- Opened, sorted and distributed incoming mail.
- Collected, seal and stamp outgoing mail, using postage meters and envelope sealers.
- Performed general office and clerical work, such as filing materials, operating duplicating machines, and running errands.

## **Education**

### **DAE - Diploma of Associate Engineering**

**PBTE, Lahore, Pakistan**

2009 — 2012

### **Matriculation,**

**BISE Multan, Pakistan**

2007 — 2009