CAREER OBJECTIVE

Highly motivated and detail-oriented individual with a strong background in customer service and a proven track record of accuracy in financial transactions.

SKILLS

- Communication skills
- Cash Handling
- Transaction Processing
- Presentation skills
- Mathematical Proficiency
- Customer Service
- Technology Proficiency
- Problem-Solving
- Time Management
- Teamwork

LANGUAGE

English, Hindi, Sindhi

CERTIFICATION

- **Real State Science**
  NUST-Professional Development Center

- **Sales & Marketing Strategy**
  Global Pharmaceutical Company

- **Basic Selling Skills**
  Highnoon Laboratories Limited

PERSONAL INFORMATION

Date of Birth: 09 Nov 1991

Nationality: Pakistani

Marital Status: Married

Visa Status: Visit

Visa Expire: 12 Jan 2024

ABDULLAH SOOMRO

⌖ Al Yakoob Building, Flat 510, Al Rigga, Deira, Dubai

✉ abdullahsoomro2428@gmail.com

☏ +971 54 445 3439

PROFESSIONAL EXPERIENCE

1) **Cashier/Customer Service**   Dec 2022 – Oct 2023
   Graana.com (Real Estate)

2) **Cashier**   Mar 2021 – Nov 2022
   Zameen.com (Real Estate)

3) **Sales Associate/Cashier**   Aug 2019 – Feb 2021
   Global Pharmaceutical (Pvt) Ltd.

KEY JOB RESPONSIBILITIES

- ✓ Accurately process cash, credit card, and other forms of payment.
- ✓ Scan and process items for purchase.
- ✓ Greet and assist customers with a positive and friendly attitude.
- ✓ Address customer inquiries and resolve issues related to transactions.
- ✓ Provide customers with receipts for their purchases.
- ✓ Maintain accurate transaction records.
- ✓ Process returns and exchanges.
- ✓ Open and close cash drawers at the beginning and end of shifts.
- ✓ Balance and reconcile cash drawers, reporting any discrepancies.
- ✓ Communicate effectively with team members.
- ✓ Provide support to colleagues during peak times.
- ✓ Uphold a high level of professionalism and integrity.

EDUCATION

1) MBA-Marketing   2020
   Indus University (Karachi, Pakistan).

2) Bachelor of Commerce   2013
   Shah Abdul Latif University (Khairpur, Pakistan).

REFERENCES

Available upon request