

# HASSAN RAZA

Post Applying For : **Cashier**

## CONTACT

+971-505723656  
hassenraza7341@gmail.com  
United Arab Emirates  
Visa status: Student

## SKILLS

Microsoft Office suite  
Marg ERP  
Operate Office Equipments  
Data Entry

### Additional Skills

Adobe Photoshop  
Figma  
Canva

## Languages

English  
Urdu  
Arabic (Beginner)  
Punjabi  
Hindi

## EDUCATION

University of Sialkot , Pakistan

### 2018-2022

BS (Information Technology)

Punjab Group of Colleges

### 2016-2018

ICS

BISE Gujranwala Pakistan

### 2016

Matriculation

## PROFILE

Bachelor's of Science in Information Technology, with over a year of administrative assistant experience and cashier . Proficient in task management, data organization, data management ,performing office tasks, and providing exceptional support. Seeking to apply IT knowledge and administrative skills to contribute effectively in a professional setting.

## EXPERIENCE

### Cashier with Zee-Qar TR . CO . LLC

#### Aug 2022 – Till Now

- Making invoices for customer products using Marg ERP.
- Handling cash in a very responsible way.
- Making Statement of sales daily.
- Prepare and manage requested documents.
- Keep records of invoices and documents in hard and soft copy.
- Review and maintain accuracy of invoices and records.
- Using Office equipments.

### Admin Assistant with Binham Electromechanical LLC. ( Abudhabi)

#### Feb 2023 – Aug 2023

Job responsibilities:

- Performing Data entry , ensure and review date accuracy.
- Updating timesheet and Bills in Oracle .
- Responding E-mails , calls and queries.
- Maintain , store and update documents.
- Prepare reports as per company requirements.
- Keeping records of bills and all important company documents.
- Arrange meetings and interviews.
- Using office equipments( photocopier , Laminating machine Phone) and ensuring that equipments are working smoothly.