

JAHANZAIB NAVEED



Cashier / Customer Service

✉ zaibvirk49@gmail.com

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📍 Al-Satwa, Dubai

Summary

Experienced and reliable cashier with a strong background in managing transactions, providing excellent customer service, and maintaining accurate financial records. Skilled in handling cash, operating POS systems, and resolving customer inquiries efficiently. Known for a friendly demeanor, attention to detail, and ability to thrive in busy environments. Looking to leverage my skills and positive attitude to contribute effectively at your team.

Experience

2023-02 to 2024-05 **Territory Officer – Sales & Services**

Swera Agro Chemicals, Sheikhpura – Pakistan

- Manage and process sales orders and customer inquiries.
- Maintain and update sales records and reports.
- Coordinate with clients and vendors to ensure timely deliveries
- Handle administrative tasks such as scheduling and correspondence.
- Handle customer inquiries and provide product information.

2022-03 to 2023-10 **Customer Service Officer (CSO)**

Khushhali Microfinance Bank LTD

- Assist clients with inquiries and issue resolution.
- Process transactions and manage account services.
- Provide financial advice and promote bank products.
- Ensure compliance with banking regulations.
- Maintain high customer satisfaction.
- Support smooth daily operations of the bank.

Education

Bachelor of Science: Agriculture **2022**

University of Agriculture - Faisalabad

Intermediate: Medical **2018**

University of Agriculture - Faisalabad

Matric **2016**

Photon High School - Farooqabad

Skills

Microsoft Excel

Microsoft Word

Microsoft Power point

Sales Support

Point of Sale(POS)

CRM Software

Customer Service

Cash Handling

Inventory Management

Language

English

Urdu

Hindi