

Urwa Shehzadi

BS Mathematics

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OBJECTIVE

Young, enthusiastic and result-oriented person who is interested in solving multidimensional and complex tasks. Speedy and efficient cashier in fast-paced retail environments. Skilled in operating cash registers, processing various payment methods, and providing exceptional customer service. Committed to increasing operational excellence and customer loyalty.

PROFILE SUMMARY

Having proficient experience as a Junior Accountant and coordinator at:

- Al Nahda Hills Hyper Market. (Sharjah-UAE) **Cashier**.
- Allied School. (Lahore-Pakistan) **Office Coordinator**.

CORE COMPETENSIES

- Communication
- Teamwork
- Customer service
- Administrative
- Flexibility
- Cash handling
- MS Office
- Inventory
- Time management
- Compliance

PROFESSIONAL EXPERIENCE

AL Nahda Hills Hyper Market. (Sharjah-UAE)

Cashier.

February 2024 to February 2025

- Employ strong interpersonal skills to greet customers in a friendly manner and take orders accurately.
- Scan goods, collect payments and ensure pricing is correct.
- Applied math skills to conduct daily cash counts and balance registers.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Handle cash, credit or check transactions with customers.
- Maintain cleanliness of the counter, drawers, tables, and workplace according to office guidelines.

Allied School. (Lahore - Pakistan)

Office Coordinator.

January 2023 to December 2023

- Experience in personal assistance and executive administrative assistance.
- Administrative assistance skills including scheduling and record keeping.
- Proficiency in Microsoft Office and office management software.
- Operate the office telephone system Receiving and Transferring calls.
- Manage the reception counter and receive guests.
- Receive and dispatch documents, mails and faxes.
- Keep inventory of books and magazines, and maintain the library system.
- Performs regular backups to ensure data preservation as well as sort organize and store hardcopies.

PROFESSIONAL SKILLS

Information Technology and Computer Skills:

- MS office, Word, Power Point

Communication and Presentation Skills:

- Advance English Language Intermediate Level.
- Written and spoken proficiency in English and Urdu.

Leadership and management:

- Maintain relationships with genuine interest and appreciation teammates and other stakeholders.
- Time Management Skills

EDUCATION

BS Mathematics, 2023

FSC (Pre Engineering), 2019

Matriculation (Science), 2017

Govt. Collage University Faisalabad.

Board of Intermediate and Secondary Education, Pakistan

Board of Intermediate and Secondary Education, Pakistan

PERSONAL DETAILS

Nationality

Pakistani

References

Furnished upon request