

SYEDA SAKINA FATIMA

CONTACT

Mobile Number

+971544780922

Alternate Number

+971557619787

EMAIL:

sakinaabedi09@gmail.com

United Arab Emirate [Dubai]



OBJECTIVE

⇒ As a recent Bachelor of Commerce (BCOM) graduate, My Objective is to leverage my academic knowledge and passion for finance, Accounting and Business to contribute effectively in a professional Environment. I am eager to apply My strong Analytical and problem-solving skills to support the Financial and Operational objective of a forward-thinking organization. With a commitment to continuous learning and a drive for excellence, I aim to further develop my skills and make a meaningful impact in the world of Business and Finance.

⇒ **LANGUAGES**

English

Hindi

Urdu

PERSONAL DETAIL

Date of Birth :11 December 1998

Marital Status : Married

Nationality : INDIA



Education Qualification

- ⇒ Bachelor's Degree (B.COM) in Commerce University of Osmania [2017-2021]
- ⇒ Intermediate from Azam Jr. Vocation and Degree College [2015-2017]
- ⇒ SSC (School Secondary School Certificate) [2015]

◆ **Diploma**

- Advanced Diploma in Computer Application from Government of Telangana [Feb-May in 2022]
- Diploma in Advanced Excel from Government of Telangana [May-July in 2022]

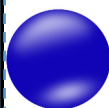


Work Experience

[Designation Cashier]

Smart Point Reliance Mart [January 2022 to March 2024]

- ◆ Scan products and ensure accurate pricing
- ◆ Take cash, credit and Debit Payments
- ◆ Issue receipts, refunds, change or tickets
- ◆ Cross-sell or upsell products
- ◆ Resolve customer complaints and concerns
- ◆ Manage transactions with customers using the point of sales system
- ◆ Redeem stamps and coupons.



SKILLS

- * Ability to analyze, Research and solve highly technical and unique problem
- * Good Knowledge on Windows operating system
- * Effective Listening skills, Knowledge of relevant software computer Application Equipment
- * Knowledge in Microsoft Excel , Word and PowerPoint
- * Organization and time-management skills

Thanks you for taking the time to review my resume. I look forward to Discuss with you soon.

Sincerely

SYEDA SAKINA FATIMA