

PREM LATA KHATRI

Attentive Cashier

0585876802 | latapremkhatri@gmail.com | Dubai, UAE

Dedicated and detail-oriented professional seeking a cashier role to leverage strong customer service skills and cash handling experience in providing accurate and efficient transaction processing while ensuring a positive shopping experience for customers.

- Highly motivated and detail-oriented professional with a robust background in managing transactions, delivering exceptional customer service, and maintaining accurate inventory records.
- Bringing over four years of experience in education, **adept at managing multiple tasks, resolving issues promptly, and fostering positive interactions.**
- Known for **strong organizational skills, attention to detail, and a commitment to enhancing customer experiences.**
- Fluent in English, Urdu, Sindhi, and Dhatki, capable of engaging effectively with diverse customer bases.
- Ready to transition into a cashier role, utilizing skills in cash handling, problem resolution, and customer service excellence.

CORE COMPETENCIES

Cash Handling | Multitasking | Time Management | Problem Resolution | Attention to Detail | Customer Service Excellence | Multilingual Communication | Communication Skills | Team Collaboration

ACADEMIC CREDENTIALS

- **M.Ed** from Allama Iqbal Open University, Islamabad, Pakistan in 2017.
- **B.Ed** from Allama Iqbal Open University, Islamabad, Pakistan in 2015.
- **ADE** from University of Sindh, Jamshoro, Sindh, Pakistan, and Government Elementary College of Education (M/W), Mithi, Tharparkar, Pakistan in 2014.
- **M.A.** from University of Sindh, Jamshoro, Sindh, Pakistan in 2014.
- **B.Sc.** from University of Sindh, Jamshoro, Sindh, Pakistan in 2012.

CERTIFICATION:

- **TESOL** from Eton Institute, Dubai, UAE in 2021.

EMPLOYMENT OUTLINE

Dec 2014- Sep 2019: Government Bheel Colony Primary School, Pakistan as **PST (Primary School Teacher)**

Key Deliverables:

- **Communication Skills:** Instructed students in language subjects including Sindhi, Urdu, and English, ensuring proficiency in reading, writing, and comprehension.
- **Management:** Managed classroom behavior and promoted a positive and inclusive learning environment.
- **Customer Interaction & Service:** Fostered a welcoming and supportive environment for students and parents, ensuring effective communication and problem resolution.
- **Problem Solving & Conflict Resolution:** Addressed and resolved classroom conflicts and concerns promptly and effectively.
- **Attention to Detail & Accuracy:** Ensured high accuracy in grading and record-keeping, contributing to students' academic success.

PERSONAL DOSSIER

- **Languages Known:** English, Urdu, Sindhi, and Dhatki
- **Marital Status:** Married
- **Nationality:** Pakistan
- **Visa Status:** Spouse Visa

