

ADMINISTRATION AND CASHIERS

# HABIB MURTAZA

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## PROFILE

Proficiency in handling cash transactions, operating point-of-sale systems, providing excellent customer service, and ensuring accuracy in financial transactions. Strong mathematical skills, attention to detail, and the ability to work efficiently in a fast-paced environment. Excellent communication skills, integrity, and a friendly demeanor. Familiarity with basic computer software and the ability to handle challenging situations.

## WORK EXPERIENCE

### Cashier

Metro

Islamabad, Punjab

2015 - 2020

- Handling cash and card transactions, providing customer service, processing returns, and maintaining a tidy checkout area. Handle issues like price discrepancies and assist with customer inquiries

## EDUCATION

2011 - 2014

### Associate Engineering

Swedish Institute of Technology



COUNTRY  
United Arab Emirates



GENDER  
Male



STATUS  
Married

## SKILLS

- Cashier and Administrative
- Team Leader
- Complaints Resolution
- Sales Oriented
- Team Player

## LANGUAGES

Urdu

Punjabi

Hindi

English

