



HUSAN BANO

PROFILE

To achieve a responsible position in a dynamic organization this would enable me to utilize all. I am a hard-working person, who wants to purpose a career as a care worker. I am always willing to learn new skills & enjoy helping people. My objective is to become an excellent professional in Tourism field, where I can practice my knowledge, skills & expertise while gaining a better practical exposure in related fields. My capabilities and experience and also which offers a challenging and satisfying career with Congenial working environment and opportunities for learning and growth.

PERSONAL DETAILS

- Contact No: + 971-551192542
- Email: husanbano312@gmail.com
- Nationality: Indian
- Date of Birth: 20.05.1990
- Gender: Female
- Marital Status: Single
- Visa Status: Visit Visa
- Address: Al Qasmiya, Sharjah

EDUCATION

- 2008-2011-Graduated Bachelor of Arts in Punjab University Chandigarh ,India.
- 2012-2013-Bachelor of Education Department degree in Rayat Bahra College University Chandigarh,India. (Special Deree)

COMPUTER LITERACY

- Knowledge with Microsoft office – MS Excel, MS Word and Power Point

LANGUAGE

- English – Fluent
- Hindi – Fluent
- Arabic – Basic

SKILLS:

- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Familiarity with office technology and equipment
- Exceptional verbal and written communication skills
- Proactive, organized approach to multitasking
- Strong leadership and interpersonal skills.
- Professional appearance, courteous manner, and clear, friendly phone voice.

CAREER EXPERIENCE:

CASHIER REATIL & SALES ASSISTANT / JULY 2022 – AUG 2024 DAY TO DAY GENERAL TRADING CENTER LLC, SHARJAH

- Greet customers at the store and provide them with information on their required products.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.

SURVEYOR / JAN 2020 – SEP 2020 VONE INDIA SERVICES, NOIDA, INDIA

- Collect the information from people about their legal properties in the city.
- All collected data submitted to the main office.

CASHIER REATIL & SALES ASSISTANT / SEP 2017 – APR 2019 MARUTI SAZUKI AUTOMOBILES COMPANY, PUNJAB, INDIA

- Greet customers at the store and provide them with information on their required products.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Preparation of the documents for applying the loan to customer.
- Provide the gift to customer while delivering the vehicle.

CASHIER REATIL & SALES ASSISTANT / JULY 2015 – AUG 2017 NARAIN BAKERY, PUNJAB, INDIA

- Greet customers at the store and provide them with information on their required products.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.

TEACHER / JULY 2013 – MAY 2015 ROTARY PUBLIC SCHOOL, PUNJAB, INDIA

- Taught a class from 1st to 7th.
- Teach daily lessons with multiple modalities to target various learning style.
- Planning preparing & delivering lessons.
- Teaching & educating students according to their academic needs abilities.
- Marking correcting & giving feedback on the work done by students.
- Taking the classroom & attendance register at the start of the day.

REFERENCE

Available Upon Request