



- +971551522901
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- AI QUOZ IND. AREA 4, DUBAI UAE

ABOUT ME

- Proven ability to provide exceptional customer service, ensuring positive experiences for restaurant patrons, travelers, and clinic patients
- Meticulous in tasks, maintaining precision in order processing, financial record-keeping, and document management.
- Proficient in efficiently organizing and managing various records, including invoices, bookings, and medical documents.
- Skilled in accurately processing payments, handling financial transactions, and providing comprehensive documentation for financial integrity."

LANGUAGES

URDU	
PUNJABI	
SARAIKI	
ENGLISH	

QUALIFICATION

BACHELOR 2018-2021
COMPUTER SCIENCE
BAHAUDIN ZAKARIYA UNIVERSITY MULTAN

FACULTY OF SCIENCE 2014-2017
PRE ENGINEERING
BOARD OF INTERMEDIATE D.G KHAN

HIGH SCHOOL DIPLOMA 2012- 2014
SCIENCE
BISE DG KHAN

REFERENCES

WILL BE PROVIDED ON DEMAND

MUHAMMAD ABID

DOCUMENT CONTROLLER

WORK EXPERIENCE

HELAL FOODS AND B.B.Q RESTAURANT

DEC 2022 TO AUG 2023

CASHIER AND DOCUMENT CONTROLLER

DERA GHAZI KHAN

- Handling cash transactions from customers, including receiving payments, providing change, and maintaining an accurate cash drawer.
- Managing and organizing important documents related to the restaurant's operations. This might include invoices, receipts, financial records, and other paperwork.
- Taking orders from customers, entering them into the restaurant's ordering system, and ensuring accuracy in meal selections and special requests.
- Ensuring excellent customer service by greeting customers, addressing their inquiries, and providing assistance as needed.

ARFAIN AIR TRAVEL's (IATA 27343562)

APR 2021-OCT 2022

CASHIER AND BOOKING ASSISTANT

DERA GHAZI KHAN

- Assisting customers in booking travel arrangements, such as flights, hotels, car rentals, and tour packages.
- Handling customer payments for bookings, including cash, credit/debit card transactions, and electronic payments.
- Managing reservations, ensuring accuracy in customer details, travel dates, and preferences.
- Maintaining organized records of bookings, payments, and customer information.

BUKHARI CLINIK

FEB 2018-DEC 2020

RECEPTIONIST AND DOCUMENT CONTROLLER

MULTAN

- Efficiently manage the clinic's front desk, greeting and assisting patients and scheduling appointments.
- Accurately register and maintain patient records, ensuring privacy and confidentiality.
- Coordinate patient appointments and maintain an organized schedule.
- Maintain and organize medical records, ensuring accessibility and confidentiality.
- Verify insurance details, process billing, and handle payment inquiries.
- Serve as the central point of contact, handling phone calls, emails, and patient inquiries effectively.

INTERPERSONAL SKILLS

- Cash Handling
- Document Organization
- Order Processing
- Customer Service
- Attention to Detail
- Booking Assistance
- Reservation Management
- Financial Record Keeping
- Expense Tracking
- Document Control

INHOUSE TRAINING

- **Point of Sale (POS) System:** (Instruction on how to use the restaurant's POS software for order entry and payment processing.)
- **Booking Software:** (Training on using travel booking software to make reservations and manage bookings.)
- **Financial Record Keeping:** (Training on maintaining accurate and organized financial records for the restaurant.)
- **Cash Handling Procedures**
- **Customer Service Training**
- **Invoicing and Billing**
- **Front Desk Procedures :** (Training on efficient front desk management, including appointment scheduling and patient interaction.)