

IQRA MUSHTAQ

Cashier

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.



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📍 Fujairah UAE

Work Experience

Cashier/ Assistant Accountant, Grano Bakery Fujairah UAE

June 2022 - Present

- Processed customer transactions accurately using a POS system.
- Operated cash register, processed payments and issued payment receipts accurately.
- Carefully performed variety of accounting and office tasks.
- Provided accounting and clerical support to senior accountant.
- File all till slips cash slips and invoice received when purchasing items.
- Answer phone calls and solved customer enquiries.
- Resolved issue with cash registers, card scanner and printer.
- Trained new employee in cashiering.

Receptionist, Corvit System FSD PK

Jan 2021 - Jan 2022

- Successful manage information of students and staff in software.
- Handle incoming calls, emails and faxes.
- Performance administrative and clerical tasks.
- Make classes schedule for seniors and students.
- Preparation of daily notices for staff and students.
- General administrative duties (typing, photocopying).

Cashier/ Sale's Lady, Galaxy Mall PK

Feb 2019 - Dec 2020

- Operated cash register with proficiency.
- Provided professional and courteous service at all the time.
- Ability to work in fast-paced environment and under pressure.
- Assisted customer with product selection and information.
- Exceeded target sale goal by 20%.

Educational Background

Bachelor's in Mathematics

GC University Of Faisalabad PK
Sep 2017 - Oct 2021

FSC (Pre-Engineering)

Government Degree College
2015 - 2017

Skills

Technical Skills

- Customer Service
- Cash Handling Expertise
- Risk Management
- Multitasking
- Sale's and Marketing

Tools/Software

- POS System
- MS - Office
- Microsoft Word
- Email, Social Media

Languages

- English (Native)
- Urdu (Native)
- Punjabi (Native)

Certification/Short Courses

- Amazon and Fyber Training
- Microsoft Office
- Receptionist : Office admin and receptionist skills online course

Personal Info

- Visa Status : Cancel Visa
- Nationality : Pakistan
- Date of Birth : 06-12-1999
- Marital Status: Single