



## SUMMARY

Join a dynamic and Progressive organization offering ample Opportunities for diversified experience and seeking a position which Will Allow for continued professional growth offering an Environment in which advancement is based on strength of individual contribution to the realization of organizational Goals

## EDUCATION

### Allama Iqbal Open university Islamabad

Bachelor's Degree in Accounting and Commerce  
Last semester

### Diploma Of Accounting

D.com Accounting  
2019 – 2021

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- Administration Certification
- Customer service and Office Computer Diploma
- Microsoft Office Professional Certificate Program

## PROFESSIONAL EXPERIENCE

### POS Cashier

Imtiaz Mega Company | 2024 - Present

- I Manage the Cash Handling And Customer Service.
- I Manage the All Record of Sales and recipet.
- I Prepare The Sales Invoice for POS Software.
- I Handle All Types of Counter Ares neat and clean.
- I Excellent Performance Customer Service My main focus.
- All Types of Achievements Goals.

### Account Assistant

Yaqoob Group Of Companies| 2021-2022

- Managed All Accounting Transaction Properly.
- Prepared and distributed reports, For The Computer System Software.
- Handled confidential documents and maintained their proper organization.
- Managed the Different Sales and purchase Records.

Honda Motors Show room| 2023 Internship

- Manage The sale And Cash Transaction For POS.
- Manage The Sale Record and Delivery Order related to the company's operations and industry trends.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence