



MARYAM ZULFIQAR

Cashier, Accounts

EXPERIENCE

About Me

Meticulous Senior Cashier, excellent at juggling multiple tasks, and working under pressure. Broad industry experience includes Customer Service, Finance and Relationship- Building Skills. Seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.



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AL Rigga Deira Dubai

Airlift Grocers (Retail Delivery Supermart Islamabad Pakistan)

2021- 2022

Knowledge of payment in the form of cash, checked credit, vouchers/travelers' checks, or automatic debit. Provided exceptional customer service, through means of efficient, prompt transactions. Maintained awareness of surroundings and secured cash to minimize loss potential. Accurately received and handled up to 10 lacs in cash and credit card transactions daily, verified identification for purchases. Answered telephone calls promptly end in an appropriate manner. Reconciled cash register towards end of the day, by balancing all cash and make a deposit sheet and send money in bank . Trained new employees by providing knowledge of specific store tasks and policies
Balanced drawers, greet customers and maintain a clean and organized store environment.

GREEN LEADS HEAD QUARTER ISLAMABAD Pakistan

2016 - 2020

Created various spreadsheets for managing accounts receivables. Analyzed reports for reconciliation. Extensively worked with Microsoft Excel. Analyzed campus financial statements monthly and develop variance explanations for distribution to management. Performed monthly, quarterly and yearly closings including recording all entries in a timely manner. Process admission cancel/ adjustment forms and students admissions checks on a timely basis. Worked with the Director of Finance to ensure that transactional activity is coded accurately and financial reporting integrity is maintained. Prepared monthly salaries of staff

LANGUAGE

- English
- Urdu

EXPERTISE

- Customer Services POS Machine
- Cash Management
- Stand Long Hours Leadership

EDUCATION

University of Punjab

BSC (Physics, Chemistry, Computer): University of Punjab .

Intermediate from Aviation Army Public School & Collage Pakistan

FSC (Pre-Medical)