



## QAMAR JAVED

t: +971547487514- ~ ✉: [gamarjaved070@gmail.com](mailto:gamarjaved070@gmail.com)

Address: Rolla, Sharjah, UAE

### HIGH-IMPACTED CASHIER & DATA ENTRY MANAGEMENT PROFESSIONAL

*"A dedicated, detail-oriented professional highly regarded for exceptional leadership and support in managing tool room functions. Out-of-the-box thinker holds expertise in diligently addressing operational issues and ensuring continued productivity."*

## SUMMARY

- **Energetic Cashier & Data Entry Management Professional with experience of 2 years** valued for fast, friendly service & accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process.
- Capable of delivering holistic solutions to carve a niche in highly competitive solutions and offering leadership qualities with a promising approach to provide the best. Versatile, innovative, and responsible management professionals can see the "big picture" while staying on top of all the details.
- Stellar reputation in maintaining a safe and healthy working relationship with fellow workers, supervisors, and co-workers.
- Proficient in managing tooling operations and resolving technical issues.
- Skilled at ensuring customer satisfaction by maintaining quality standards. Examined, identified, and verified various materials, technical components, parts, and commodities.

## AREAS OF EXPERTISE

Strategic Planning & Support | Cash Management | Cash Handling| Customer Service | Data Entry | Store Operations | Store Management  
| Client Relationship Management| Cross-selling expertise | Team Management| Leadership Skills| Customer Retention

## CAREER HISTORY

### WORKED FOR 1 YEAR In DATA ENTRY

- Gathered, collated, and prepared documents, materials, and information for data entry.
- Conducted research to obtain information for incomplete documents and materials.
- Created digital documents from paper or dictation.
- Reviewed all documents and information for accuracy and informed the supervisor of any errors or inconsistencies.
- Captured data into digital databases and performed regular backups.
- Updated and maintained databases, archives, and filing systems.
- Monitored and reviewed databases and corrected errors or inconsistencies.
- Generated and exported data reports, spreadsheets, and documents as needed.

### WORKED FOR 1 YEAR AS CASHIER

- Worked with supermarket for 1 year
- Managed various responsibilities for the company in the field of cashiering and operations.
- Analyze and review foreign currency purchases and sales.
- Resourcefully handled marketing and cross-selling of products and services.
- Proactively involved in buying and selling all major country currencies.
- Shadowed and conformed with the company's safety policies, standards and measures.
- Maximized customer engagement and satisfaction by delivering excellent customer service.

## OTHER QUALIFICATION

- Diploma in Financial Accounting (DFA).
- Certificate in Advanced Excel.

## EDUCATIONAL DETAILS

- 10th Passed from U.P Board, India 2018.
- 12th Passed from U.P Board, India 2020.

### Computer Literacy:

- Well-versed with MS Office & Internet
- Typing speed 30 wpm

## PERSONAL SNIPPETS

**Date of Birth 25<sup>th</sup> Jun 2001 | Marital Status Unmarried | Language is known English & Hindi | Nationality Indian |**