



Sawsan Adam Adam Khameis

Dubai

+971566790273 | sawsanadamkhameis@gmail.com

Summary

- Dedicated and detail-oriented cashier with one year of experience working with charitable associations. Skilled in providing exceptional customer service, handling cash transactions accurately, and maintaining a tidy and organized work environment. Proven ability to work efficiently in a fast-paced setting while upholding the values and mission of charitable organizations. Strong communication and interpersonal skills, with a commitment to contributing positively to the community through charitable initiatives.

Experience

- Al-Amal Charitable Association** 2021 - 2022
Cashier
Managed cash transactions and maintained accurate records of financial transactions in adherence to organizational guidelines and procedures.
Provided courteous and efficient customer service, addressing inquiries, and resolving issues promptly and professionally.
Collaborated with team members to ensure smooth operation of cashiering duties and supported fundraising events and campaigns organized by the charitable association.
Maintained cleanliness and organization of the cashiering area, ensuring a welcoming environment for donors and patrons.
Demonstrated commitment to the mission and values of the charitable association, actively participating in community outreach programs and initiatives.
Assisted in inventory management tasks, including restocking merchandise and maintaining adequate supplies for daily operations.
Upheld confidentiality and integrity in handling sensitive information and financial transactions in accordance with organizational policies and procedures.

Education

- Al brarie high school** 2014_2017
High school diploma
- Sharge alniyl college** 2017_2021
Medical laboratory Technician Bachelors degree

Skills

- Cash handling
- Attention to detail
- Problem solving
- Organizational skills
- Communication skills clear effective communication
- Mathematical Aptitude strong mathematical skills
- Team work
- Customer service
- Basic computer skills

Languages

- Arabic native
- English communications