



CONTACT



Dubai, UAE



+971-583048916



kulzaf365@gmail.com

KULSOOM ZAFAR

Customer-focused former school cashier with experience in handling transactions, managing cash flow, and maintaining accurate records in a fast-paced educational environment. Eager to leverage strong organizational skills and attention to detail to contribute to the administrative efficiency and student support at your organization.

EDUCATION

M.A.ECONOMICS | 2010 | UNIVERSITY OF KARACHI

B.COM. | 2006 | GOVT. COLLEGE OF COMMERCE & ECONOMICS

H.S.C. | 2004 | GOVT. COLLEGE FOR WOMEN, SHAHRAH E LIAQUAT

S. S.C. | 2002 | GULISTAN SHAH ABDUL LATIF GIRL'S SEC. SCHOOL

WORK EXPERIENCE

CASHIER | WIN GROUP OF EDUCATION | MARCH 2021 – FEBRUARY 2024

- Operated cash register and processed transactions with accuracy and efficiency.
- Handled cash, credit, and debit card payments following school financial policies.
- Balanced cash drawer at the end of each shift, ensuring all transactions were accounted for.
- Provided excellent customer service to students, parents, and staff members.
- Managed inventory of school merchandise and assisted with stock replenishment.

ACCOUNTANT ASSISTANT | MID CITY SCHOOL | OCT 2015 – JUNE 2016

- Managed financial operations, including budgeting, forecasting, and financial reporting.
- Processed payroll for faculty and staff, ensuring accuracy and timeliness.
- Prepared monthly, quarterly, and annual financial statements and reports for school administration.
- Collaborated with administrators and department heads to develop and monitor departmental budgets.
- Utilized accounting software to streamline accounting processes.

CERTIFICATIONS

- Certificate in 'Information Technology'
- Well experience in 'Data Mangling' offline and on internet
- Peachtree software
- QuickBooks software
- Urdu In-page software

STRENGTH & SKILL

- Basic Mathematics
- Point of Sale (POS) Systems
- Attention to Detail
- Customer Service
- Product Knowledge

HOBBIES

- Internet surfing
- Reading
- Music
- Online Gaming

LANGUAGES

- Urdu - Native
- English - Medium

PERSONAL DETAILS

Marital Status: Single
Nationality: Pakistani

VISA STATUS: Visit Visa