

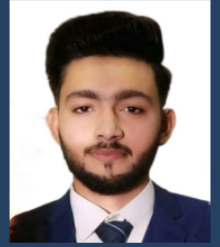
Ali Awais

Address:

Near Slah Al Din Metro station ,
Deira Dhab, United Arab Emirates

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Summary

Talented Assistant with excellent interpersonal skills and more than 4 years of experience. Highly effective and knowledgeable in Stock Management & Administration.

Skill Highlights

- Document Control
- Relationship Building
- Complex Problem Solver
- Spreadsheet Management
- Stock Management
- Mail Handling
- Database Management
- Filing & Data Archiving

Personal Information

Passport No: CH1698081
Date Of Birth: 18-03-2003
Father Name: Abdul Razzaq
Marital Status: Single

Education

SSC (Science) **COMPUTER SCIENCE** – 2016 – 2017 (**Paradise High School**, Lahore, Pakistan)

Experience

Salesman Cum Cashier – 2019 TO 2022 (**RAFIQUE SWEETS**, LAHORE, PAKISTAN)

JOB DESCRIPTION

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or cards.
- Issue receipts, refunds
- Resolve customer complaints, guide them and provide relevant information.

Languages

Punjabi – Native & Bilingual Proficiency
English – Full Professional Proficiency
Urdu – Native & Bilingual Proficiency