



**SHAWAL RIAZ**  
(CASHIER, RECEPTIONIST)

## CONTACT DETAILS

**Location:**  
LAYYAH, PAKISTAN  
**Contact Number:**  
+923176691616  
**Email Address:**  
ishawalriaz@gmail.com  
**Notice Period:**  
Immediately

## ACADEMIC CREDENTIALS

➤ **BACHELOR OF COMPUTER SCIENCE**  
GOVT College and University of Faisalabad  
Pakistan  
**Duration: 2019 - 2023**  
➤ **HSSC (2016 – 2018)**  
GOVT Post Graduate College Layyah PAK  
➤ **SSC (2014 – 2016)**  
Layyah School of Science PAK

## PERSONAL DETAILS

**Date of Birth:**  
03-Jan-2001  
**Passport Details:**  
HQ9914121 (Valid till JUL 2033)  
**Gender:**  
Male  
**Marital Status:**  
Single  
**Nationality:**  
Pakistani

## LANGUAGES

- Urdu (Native)
- English (Fluent)
- Punjabi (Fluent)
- Hindi (Fluent)
- Saraiki (Fluent)
- Arabic (Basic)

## CAREER SUMMARY

Organized and dependable candidate successful to manage multiple priorities with a positive attitude .To seek and maintain a full time position that offer professional challenge utilizing interpersonal skills, excellent time management, and problem solving skill. Willingness to take on added responsibilities to meet organization goal.

## CAREER EXPERIENCE

### CASHIER, AFFORD SHOPPING MALL

LAYYAH, PAKISTAN

OCT'2023 TO MAY'2024

#### Duties & Responsibilities

- ✓ Scan goods and collect payments.
- ✓ Bag items carefully.
- ✓ Maintain clean and tidy checkout areas.
- ✓ Keep reports of transactions.
- ✓ Process returns and checks to see if items are damaged.
- ✓ Answer customers' questions and get a manager if answer doesn't solve the issue.

### RECEPTIONIST, BACKYARD GRILL, RESTAURANT

LAYYAH, PAKISTAN

JUN'2024 TO OCT'2024

#### Duties & Responsibilities

- ✓ Screening phone calls.
- ✓ Greeting clients.
- ✓ Booking meetings.
- ✓ Sorting and distributing post.
- ✓ Ensure reception area is tidy.

## ACHIEVEMENTS

- ✓ I received a Silver Medal from my university of maintaining discipline throughout my academic career.
- ✓ I received a Blood Donation Certificate from the Saving Blood Group Organization in recognition of my contribution to helping others through blood donation.
- ✓ I received a Good Character Certificate from my college, recognizing my exemplary conduct and integrity throughout my academic tenure.

## CORE COMPETENCES

- ✓ Project Management
- ✓ Time Management
- ✓ Team Lead
- ✓ Multi-Tasking
- ✓ Problem Solving
- ✓ Creating things

## SOFT SKILLS

- ✓ MS OFFICE
- ✓ POWER POINT
- ✓ MS Excel
- ✓ DBMS

## DECLARATION

I SHAWAL RIAZ hereby declare the details furnished in the resume are true and correct to the best of my knowledge.