

## **Nouman Rasool** Sales, Cashier store in-charge

**Current address:** Villa No. 28 near  
Salahudin Metro deira Dubai

Visa Status: visit visa valid till 10<sup>th</sup> January, 2022

**Mobile:** 050-1513425,  
**Email:** noomiimalix197@gmail.com



### **Personal Information:**

<b>Father's Name:</b> Abdul Rasool	<b>Nationality:</b> Pakistani
<b>Date of Birth:</b> 05 <sup>th</sup> February, 1996	
<b>Languages</b> English, Urdu,	<b>Passport No.</b> CF9804371

### **Objective:**

- ◆ Seeking a career-oriented position in a reputed dynamic organization for challenging task to provide my services as Cashier and Warehouse incharge indoor sales support and Management,

### **Educational Background:**

<b>Year</b>	<b>Education</b>	<b>Board/University</b>
<b>2014</b>	Intermediate (pre-Engineering)	Board of Intermediate & Secondary Education Multan
<b>2016- 2020</b>	Bs IT	ISP Multan

### **Experiences**

**Company Name:** LFC Restaurant Multan.

**Designation :** Cashier, Accountant. 1 years

### **Job Responsibilities:**

- Receives and issues a receipt for cash, checks and credit card payments, following the procedure set out for accepting payment (e.g., checks verified, etc.)
- Records amount received in the computer and secures monies in the register/drawer.
- Makes change and issues receipts to customers.
- Reviews and records totals as shown on the receipt tape and verifies against cash on hand.
- Refers customers who have additional questions or complaints to the service advisor or other appropriate person.
- Deliver customer service for client satisfaction.

*Company Name: KK Mart Multan Pakistan*

*Designation: Indoor Sales*

***Job Responsibilities:***

- *Ensuring high levels of customer satisfaction through excellent sales service*
- *Maintaining outstanding store condition and visual merchandising standards*
- *Assist with the sales process by maintaining a fully stocked store.*
- *Recommend and display items that match customer needs*
- *Welcome and greet customers*
- *Pick & drop of employees on various shifts.*
- *Assisting customers for delivery of heavy items purchased from Mart.*

*Company Name: Hotel Best Multan 14 Month*

*Designation: Cashier and Reservation supervisor.*

- *Processes reservations by mail, telephone, telex, cable, fax or central reservation systems referral.*
- *Processes reservations from the sales office, other hotel departments, and travel agents.*
- *Providing information about rooms and party hall to customers about type of rooms available as well as their location and layout.*
- *Responsible to proceed guest checkout process.*
- *Responsible for payment transactions and providing Receipts.*
- *Responsible to report front office management.*

***Key Strength***

- *Strong communication skills in Urdu and English.*
- *Able to use basic computer (windows 7,8,10)*
- *Programming and Internet Surfing*

***References:***

*References are just a call away.*

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