



# Nadia Afzal

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## PROFESSIONAL SUMMARY

Personable and responsible Cashier with Three years of experience in retail and customer service. Solid team player with upbeat, positive attitude and ability to build customer loyalty.

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## WORK HISTORY

**Cashier** 04/2018 - Current  
**Uaeexchange** - Dubai, Uae

- Accepted cash, cheque, credit and debit payments accurately and efficiently.
- Recorded information regarding all transactions in computer by using system and [Software](#).
- Educated customers on promotions to enhance sales.
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Consistently met sales goals by highlighting target merchandise with strategic promotional approaches.
- Answered questions about store policies and concerns to support positive customer experiences.
- Processed all transactions efficiently and timely.

**Sales Executive** 02/2012 - 03/2018  
**Everyday Trading** - Dubai, Uae

- Documented daily work in lead development and successful sales.

**Promotional Representative** 07/2008 - 05/2010  
**Burjuman Mall, DCC Mall, Al Gurair Mall** - Deira, Dubai

- Resolved customer queries through effective communication and providing a step-by-step solution.
  - Executed successful product introductions by coordinating actions with social media, public relations and other internal teams.
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## EDUCATION

**Bachelor Of Arts:** Arts, 04/2006  
**Punjab University** - Lahore, Pakistan

**Higher Secondary Certificate:** Arts, 06/1998  
**Pakistan Education Academy** - Dubai, Dubai

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## CONTACT

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## SKILLS

- Cheque cashing
- Currency counting
- Customer advice
- Currency sorting
- Cash handling
- Coin counting
- Customer relations
- Purchase assistance
- Cash drawer management
- Sales techniques
- Order taking
- Written and verbal communication