

TARIQ KHAN

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Permanent Address

House No. 1139, Street No. 02, Block C, National Police Foundation O-9, Islamabad, Pakistan

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Personal profiles

A competent, enthusiastic and highly motivate profit-minded Cashier associate with extensive customer service and Cashier Experience. Worked with multiple national and international companies. Possesses good organizational skills, team working, and effective communication and well developed interpersonal skills. Excellent analytical & problem solving skills.

Record of accomplishment of driving increased Cashier, improving buying experience and elevation company profile with target market. Consistently recognized for Cashier performance and excellence in customer services.

Strong and proven history of surpassing objectives by leveraging selling. Talented in generating leads.

MORE THAN ONE (01) YEAR OF EXPERIENCE IN CASHIER

Professional Experience

- **January 2020 to December 2021 Cheezious, Islamabad, Pakistan**

(CSR Restaurant – **CASHIER**)

Core job responsibilities as a cashier

- Received payment by cash, checked credit cards, vouchers or automatic debits
- Issued receipts, refunds, credits or change due to customers
- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Created customers entering establishment
- Established or identified prices of goods, services or admission and fabulate bills using calculators, cash registers or optical price scanners
- Answered customers questions and provided information on procedures or policies
- Cash handling
- Responsible for the development of new revenue opportunities via existing large account. Successfully interacted with senior managers and procurement analysts in account managed. Grew the revenue stream 15% upwards. Responsible for acting as customer advocate when dealing with marketing group
- Initial responsibilities included inside sales support interacting with customers. Accelerated growth of new accounts resulted in rapid placement into the outside sales workforce

- **Dec 2021 to July 2022 – cheezious Restaurant
(MANAGER)**

Core job responsibilities as a Manager

- Worked to maintain outstanding attendance record, consistently arriving to work
- Monitored company inventory to keep stock levels and databases updated
- Carried out day-day duties accurately and efficiently
- Completed paper work, identifying discrepancies and promptly addressing for resolution
- Fast food preparation and assembly
- Facilities and restaurant maintenance

Personal Skills

Operating systems

- Windows (2k, XP, 7) and LINUX
Software installation, storage management, User management, Device configuration, Network Configuration (Dial Up, LAN, Wireless, Bluetooth) Microsoft Office, Internet, E-mail & Messenger etc.
- English fluently speaking
- Cash handling

Education

Matric (Science) 2016

Grade A

Institution Pakistan Model School, Khall, Lower Dir, KPK, Pakistan

I.Com (Accounts)

Grade B

Institution Cosmopolitan Grammar College, PWD, Islamabad, Pakistan.

Reference will be provided upon request