

OBJECTIVE

To obtain a challenging position that would utilize my abilities and educational back ground.

WORK HISTORY

09/2020 — Current

Cashier

Bakery - AlQatif

- Created a daily checklist for cashiers to ensure all tasks were completed accurately to meet daily performance targets.
- Ensured consistent working order of cash registers through effective troubleshooting, promptly addressing technical issues to maintain efficiencies.

TRAINING

09 / 2018 - 12/2 018

Saudi Electricity Company

- Receiving reviewers
- Carrying out office management duties for the employee
- Save and archive files

EDUCATION

12/2018

Diploma: Office Management Technical

College - Qatif

G.P.A: 4.09

01/2019

Intensive English Language Program

Technical And Vocational Training Corporation

09/2018

Microsoft Office

Technical And Vocational Training Corporation

LANGUAGES

- Arabic Native
- English Good

SKILLS

- Customer complaint management
- Accounting inventory
- Cash register balancing
- Checkout staff rostering
- Customer greeting
- Checkout theft procedures
- Order taking
- Product return procedures
- Retail operations expertise
- Transaction auditing