

Gul Ahmed

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Summary

Recent college graduate with I.Com in English from SM Arts And Commerce Government College with 68% percent Marks part time worked as a Cashier in a Restaurant while studying managed Work and Study.

Work Experience

01/2019 - 03/2021

Bykea Rider

Picked up and delivered Customers and parcels on a bike using knowledge of roads and Google maps.

Obtained signatures needed to complete and process all paperwork in a timely manner.

Reported any errors found on delivery documents to supervisor.

Presented customers with bills and receipts and collected payments for goods delivered.

Established long-term customer relationships through prompt and courteous service

Processed payments by accepting cash, checks and credit card payments..

06/2021 - 09/2021

Foods Inn Restaurant Karachi

- cashier.

My goal as a Cashier was to apply my skills that i learnt in College as an accounting Student in cash management, bookkeeping, cash balancing, and accounting. Part of my objective is to maintain consistency and balance in terms of handling financial matters.

I have Very strong knowledge in maintaining Cash Book and Ledger

Ability to multitask to avoid delays in processing orders

Excellent customer service skills, aimed at achieving customer satisfaction

Well equipped in troubleshooting cash registry machines.

Education

2018 - 2019

Govt High School Killi Sahib zada Nushki

Completed my High School Degree from Gvt High School Killi sahi zada Nushki learnt basics of English language and Urdu, World Geography, Science and basics of Mathematics.

2020 - 2021

SM Arts And Commerce Government College

I have completed my 12th Grade two years I.Com degree from SM Arts And Commerce College. I have learnt maintaining Cash Book and Ledger.

Ability to multitask

and troubleshooting cash registry machines.

Languages

English — B1

Urdu — C1

Brohi — C2

Additional Skills

Active listening

Communication

Computer skills

Customer service

Interpersonal skills

Leadership

Management skills

Problem-solving

Time management

Transferable skills