

# MOIZ QURESHI



## CONTACT

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## ADDITIONAL INFORMATION

✓ Dedicated retail professional with 3 years of experience utilizing team building and interpersonal skills in a fast-paced, customer-focused retail environment. Harnesses skills and experience to greet and help customers as the search for products that meet their needs and desires...

Specializations in cash handling, MS Dynamics AX, Microsoft Excel, cash operations, team building, customer service, cash management, data entry, distribution of payroll, preventing monetary loss, cash excess shortage verifications.

## SKILLS

- Microsoft Excel
- Microsoft Dynamics AX
- Sketching

## INTERESTS

- Music
- Traveling
- Football

## LANGUAGE

- ✓ English
- ✓ Urdu

## OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EDUCATION

**KMH High School** 2017  
Matriculation

**Johar Degree College** 2019  
Intermediate

## EXPERIENCE

**Chase Value** 2019 - 2020  
Retail Cashier

- Balances cash drawer by counting cash at beginning and end of work shift.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

**Chase Value** 2020 - 2022  
Head Cashier

- Monitored sales activities to ensure that customers receive satisfactory service and quality goods.
- Created a positive atmosphere by smiling, greeting and providing a pleasant, friendly experience.
- Continuous rapid decisive proactive and reactive decision making, utilizing various communication formats and devices.
- Provided training/coaching, daily observations and monthly performance reviews for all cashiers.
- Performed general record keeping and accounting duties.
- Took steps necessary for disciplinary actions, which include directly administering discipline, participating in disciplinary actions and providing input to the managers on required disciplinary actions.

**Chase Value** 2020 - 2022  
Customer Service Representative

- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Maintain financial accounts by processing customer adjustments
- Build sustainable relationships of trust through open and interactive communication
- Follow communication procedures, guidelines, and policies

## Chase Value

2022 - 2023

Backup Operation Cashier & Asst. Accountant

- Create and maintain a positive work environment for all cashiers.
- Resolve cash tills when closing, ensuring the money matches the report and is stored safely.
- Maintain a clean working environment by wiping down registers during downtime
- Processed company documentation, such as invoices and payment checks.
- Completed the general ledger with payroll entries
- Distribution of payroll, discrepancies, incentive and target achievements.

## PROJECTS

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### Chase Value Bahawalpur Opening

Leading cash counter team and make them trained about POS, cash handling, cash management, customer service

### Chase Value Faisalabad Opening

Leading cash counter team and make them trained about POS, cash handling, cash management, customer service

## ACHIEVEMENTS & AWARDS

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- ✓ Appreciation Letter For Leading Cash Counter Team In Chase Value (Bahawalpur)  
Branch Opening

## CERTIFICATES

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Cashier Training Program By United Nations Development Programme (UNDP)

## PASSPORT & VISA

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### Passport Number

KV4910811

### Visa Type

Visit Visa

Date of Issue : 11/12/2022

Date of expiry : 15/03/2023

Signature:



Moiz Qureshi