

# MUNEERA RAFIQUE

## EDP Operator

### KEY QUALIFICATION

---

Secondary School certificate (SSC) – Bahrain  
Trained for customer service.  
IELTS 6 (Points)

### KEY QUALIFICATION

---

More than nine years' working experience in private sector.

### WORK EXPERIENCE

---

**Baba Sons / Mega Mart– EDP Operator**

**From 2020 to present**

I am working as EDP Operator since 2020 till to date.

**Baba Sons / Mega Mart– Cashier**

**From May 2014 to 2019**

I have been worked as cashier from 2014 to 2019.

### OBJECTIVE

---

To work in a professional and growth oriented environment where sincerely is expected and hard work is rewarded and attain professional, personal satisfaction by creating a good image for the myself in the industry by acquiring training and encoring experience in a reputed organization.

### RESPONSIBILITIES

---

- Assisted customers with sales transactions accurately and efficiently, including cash, check, card and layaway payments.
- Created a world-class experience for customers using top-notch communication skills.
- Completed daily cash and credit sales reports for supervisors and store managers.
- Maintained the cleanliness and order of checkout areas on an hourly basis.
- Performs backups on computers system.
- Follows established and existing company procedures in routinely any situations.
- Consults with his leader or may assist him, the lead operator or system analysis on solving difficult computer system related problems.
- Utilities database computer management software for problems on recoding job and devices breakdown.
- Cleans tape, drivers, tapes, printers and other equipment and devices.
- Must learn proper tape and disc storage practices.
- Learn prioritizing work for optimum production efficiency.

### PROFILE

Seeking position to utilize my skill and abilities as operator in industry field offer professional growth while being resourceful, innovation and flexible. To Pursue career in dynamic organization where I can explore, apply, and share knowledge for the growth of organization.

### ABOUT MYSELF

I am an ambitious, self-respect, passionate, good sense of humor, have a great attitude and appearance. I work well under pressure and deadlines.

### PERSONAL INFORMATION

**Address:** Bulding 1916, Road 1632, Block 216, Muharraq - Bahrain

**Date of Birth:** 26 March 1994

**ID:** 940305658

**Phone:** +97339915084

**Mail:** muneerara873@gmail.com

### HOBBIES & OTHER

Language Known: English (basis), (Fluent), Arabic (Basic) / Football, Swimming Reading the Holy Quran & Quality Books, Internet Surfing Etc.

### DECLARATION

I hereby declare that the information furnished above all true & correct to the best of my knowledge & Belief.