



ANJUM IQBAL

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34674984

Janabiyah Square, Bahrain



OBJECTIVE

Energetic Administrative Assistant with 5 years of experience, committed to delivering high quality results with little supervision. Motivated, organized, professional and strong decision making skills. I have developed my skills as a resourceful problem solver who uses initiative and organizational skills to get the job done.



PERSONAL DETAILS

Date of Birth : 05/July/1992

Nationality : Pakistani

Passport No : AU1334893

Cpr No : 920716059



SKILLS

- Skilled in providing quick customer service.
- Experienced in monetary transactions checks, gift certificates, refunds and processing coupons.
- Skilled in Microsoft office (word ,Excel and powerpoint)
- Proficient in SAP data entry.
- Expert in AccuPOS point of Sale Software



INTERESTS

Traveling
Reading
Gaming
Photography



LANGUAGE

English: speak & write
Arabic: speak & write
Urdu: speak & write



EXPERIENCE

July1, 2012 - July6, 2016

BAHRAIN DEFENCE FORCE MILITARY CONSUMER & ECONOMIC ASSOCIATION

- HANDLE CASH,CHEQUES & SENSITIVE DOCUMENTS WHILE MAINTAINING CONFIDENTIALITY.
- WORKED AS CASHIER IN BDF SUPERMARKET,MAKING INSTALLMENT AGREEMENTS.
- RESPONSIBLE OF STOCK ITEMS,ANSWERING ALL INCOMING CALLS DURING 12 HOURS
- UPDATING MANAGER DAILY ON COMPLETED TASKS & DUTIES.
- APPLY MY KNOWLEDGE OF BUSSINESS ADMINISTRATIONRECORD KEEPING, PLANNING,POLICIES,SCHEDULI AND RELATED RESPONSIBILITIES TO ENSURE PRODUCTIVE OPERATION.
- TRAINED + CASHIERS, MANAGING THEIR CASH LIMITS AND GURANTEERING QUALITY CUSTOMER SERVICE AT ALL TIMES.
- OPERATE POS CASH REGISTER AND BALANCE CASH DRAWERS OFTEN CONTAINING BD100.
- METICULOUSLY HANDLE HIGH VOLUME SALES OF BD 20000+ ON DAILY BASICS.



EDUCATION

2012

Pakistan School & College, Isa Town

Secondary High school
(science stream)