



**Foqia Ali
Raza**

DATE OF BIRTH:

01/05/1992

CONTACT

Nationality: Pakistani

Gender: Female



Al Quoz,
Dubai, United Arab Emirates



meharriz12@gmail.com



(+971) 544218026

(+971) 554665170

WORK EXPERIENCE

11/2020 – CURRENT – Dubai, United Arab Emirates

Sales Lady / Receptionist

Betalink Instrymmentation and Calibration Services LLC

Help customers find items in the store.

Check for stock at other branches or order requested stock for customers.

Provide customers with information about items.

Ring up purchases.

Elevate complaints to management.

Keep track of inventory.

04/2019 – 10/2020 – Dubai, United Arab Emirates

Cashier / Admin

Process sales transactions

Calculate the cost of products or services

Accept payments

Calculate and return change when required by the payment method

Maintain adequate change denominations in the cash drawer and request additional change

Answer customer questions about products or services.

Reconcile cash drawers and sales receipts

Report issues with equipment

2016 – 2018 – Gujranwala, Pakistan

Sales Lady / Promoter

King Mall

Help customers find items in the store.

Check for stock at other branches or order requested stock for customers.

Provide customers with information about items.

Ring up purchases.

Elevate complaints to management.

Keep track of inventory.

Gujranwala, Pakistan

Customer Care

Skynet Cafe

LANGUAGE SKILLS

MOTHER TONGUE(S): Panjabi; Punjabi / Urdu , Hindi

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

EDUCATION AND TRAINING

2017 – Gujranwala, Pakistan

Bachelor Degree in Arts

Punjab University Lahore

01/2015 – Gujranwala, Pakistan

Higher Secondary Education Certificate

Board of Intermediate & Secondary Education Gujranwala

COMMUNICATION AND INTERPERSONAL SKILLS

Service Oriented, Customer Satisfaction

Also have computer skills aswell