



## ABDUR REHMAN

STORE COORDINATOR / CASHIER

### CONTACT

00974-31018283

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Doha Qatar

### SKILLS

- Customer Service: Addressing inquiries and resolving issues.
- Cash Handling & POS: Managing transactions and returns.
- Inventory Management: Stock replenishment and audits.
- Team Leadership: Supervising and supporting staff.
- Sales Support: Upselling and promoting products.
- Store Operations: Merchandising and maintaining store standards.
- Tech Savvy: Familiar with POS systems and retail software.

### LANGUAGES

- English (Fluent)
- Arabic (Basic)
- urdu (Native)

### EDUCATION

- 2021 - 2023  
ISLAMIA COLLEGE UNIVERSITY PEW  
Computer Science

### CERTIFICATIONS

- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network PROFESSIONAL (CCNP)
- Diploma In Professional English Language (DPELL)
- Microsoft Office suit

### PERSONAL PROFILE

A dedicated retail professional with 2 years of experience as a Store Coordinator and 1 year as a Cashier. Proven ability to manage store operations, maintain inventory, lead teams, and deliver excellent customer service. Skilled in cash handling, POS systems, and sales support. Adept at creating a positive shopping experience while ensuring smooth store operations.

### WORK EXPERIENCE

#### HBK MALL | 2022 TO 2023

cashier

- Processed customer transactions accurately using POS systems, handling cash, credit, and digital payments.
- Managed returns, exchanges, and refunds in compliance with store policies.
- Maintained a balanced cash drawer and performed end-of-shift cash reconciliation.
- Provided friendly, efficient service to customers, addressing inquiries and resolving issues promptly.
- Assisted in stock replenishment and organization of merchandise on the sales floor.
- Supported promotions and upselling efforts to drive store sales and customer satisfaction.

#### STORE COORDINATOR | 2023 - 2025

- Oversaw daily store operations, ensuring smooth workflow and high-quality customer service.
- Managed inventory, including stock ordering, receiving, and conducting regular stock audits.
- Supervised and trained a team of staff, delegating tasks and ensuring efficient task completion.
- Handled visual merchandising, ensuring attractive product displays and optimal store layout.
- Collaborated with upper management to meet sales targets and improve store performance.
- Implemented store promotions and monitored sales trends to adjust stock levels and meet customer demand.
- Maintained store cleanliness, safety, and compliance with health regulations.