



CURRICULUM VITAE

Marwah Noor

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Current Address: Dubai, United Arab Emirates

Present Address: Pakistan



Job Focus: Cashier, Data Entry Operator

Objective

Seeking challenge assignment in a result – oriented company that seeks ambitious and career conscious persons, where acquired skill and education will be towards continued growth and advancement.

Professional Experience : 1

PRIME CUT FOODS	DATA ENTRY	PAKISTAN	February 2020 >>> March 2022
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Prime Cut Foods, based in Islamabad, Pakistan. Premium meat & fresh food supplier/exporter. Passionate for achieving results by continuously focusing on our professionalism, meeting expectations, and ensuring compliance to the highest standards of food

Summary of key Responsibilities as Data Entry 2020_present

- ❖ Insert customer and account data by inputting text based and numerical information from source documents within time limits
- ❖ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ❖ Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- ❖ Research and obtain further information for incomplete documents
- ❖ Apply data program techniques and procedures
- ❖ Generate reports, store completed work in designated locations and perform backup operations
- ❖ Scan documents and print files, when needed
- ❖ Keep information confidential
- ❖ Respond to queries for information and access relevant files

- ❖ Comply with data integrity and security policies
- ❖ Ensure proper use of office equipment and address any malfunctions

Professional Experience :2

ONE SHOP GARMENT COMPANY	ASSISTANT MANAGER	PAKISTAN	APRIL 2018 >>> JANUARY 2020
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ONE is a premium clothing brand, Owned by ONE LIFE APPAREL (PRIVATE) LIMITED based in Lahore, Pakistan, and was founded in 2016. We grow from a single store in December 2016 to **36 stores** with more stores in pipeline for the year 2022.

Summary of key Responsibilities as Assistant Manager 2018_2020

- ❖ Continually meeting or exceeding sales quotas.
- ❖ Supervising and guiding the sales team as well as providing incentives to motivate staff to achieve sales targets.
- ❖ Monitoring the performance of the sales team.
- ❖ Ensuring that the store is clean and well-maintained at all times.
- ❖ Building and maintaining good working relationships with customers.
- ❖ Identifying opportunities and strategies to increase sales.
- ❖ Regularly attending sales meetings and training sessions.
- ❖ Ensuring that the store is adequately stocked with company products.
- ❖ Performing all duties of the Sales Manager in cases of absence or emergency

Professional Experience: 3

SCENTSATION PAKISTAN	CASHIER	PAKISTAN	APRIL 2016 >>> JULY 2018
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Scentsation prides itself as the leading luxury retailer in the fragrance industry providing latest and top of the line fragrances, cosmetics and skincare. having world-class fragrances, captivating ambiance and mesmerizing experience within your reach, all ensuring to leave you spellbound as soon as you step into any of its 6 nationwide concept stores.

Summary of key Responsibilities as Cashier 2016_2018

- ❖ Manage transactions with customers using cash registers
- ❖ Scan goods and ensure pricing is accurate
- ❖ Collect payments whether in cash or credit
- ❖ Issue receipts, refunds, change or tickets
- ❖ Redeem stamps and coupons
- ❖ Cross-sell products and introduce new ones

- ❖ Resolve customer complaints, guide them and provide relevant information
- ❖ Greet customers when entering or leaving the store
- ❖ Maintain clean and tidy checkout areas
- ❖ Track transactions on balance sheets and report any discrepancies
- ❖ Bag, box or gift-wrap packages
- ❖ Handle merchandise returns and exchanges

Professional Experience: 4

STONE – BOX DESIGNS	INTERIOR DESIGNER	PAKISTAN	JANUARY 2013>>> SEPTEMBER 2015
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Stone Box Designs is a design firm having expertise in Interior, Architectural Designing & Construction we are Located in Islamabad /Rawalpindi but we can implement the Design within the Pakistan. We provide Number of solution related to interior & Architectural Designing & construction.

Summary of key Responsibilities as Interior Designer 2013_2015

- ❖ Outline client design objectives.
- ❖ Conceptualize and sketch design plans.
- ❖ Determine cost of completion and project requirements in the budgeting phase.
- ❖ Set a timeline for the completion of an interior design project.
- ❖ Source materials and products included in plans.
- ❖ Create 'mood boards' to sample your design vision.
- ❖ Utilize computer applications in the design process.
- ❖ Inspect design after completion to determine whether client goals have been met

Professional Experience: 5

SILK BANK	CUSTOMER RELATION OFFICER	PAKISTAN	AUGUST 2011>>> SEPTEMBER 2012
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Silk bank prides itself in being a conscientious and responsible corporate citizen with a commitment to the development of Pakistan. At Silk bank our employees are encouraged to give back to society and we have made concerted efforts towards the development of healthcare, education and constructive, character building sports activities in the underdeveloped segments of our country

Summary of key Responsibilities as Customer Relation Officer 2011_2012

- ❖ Ensure outstanding customer satisfaction by maintaining strong working relationships.
- ❖ Guide and lead team members to deliver products/services that meet or exceed the customer requirements.

- ❖ Handle client issues throughout the implementation life cycle in a timely and accurate fashion.
- ❖ Manage and train resources to ensure quality and consistency of service to customers.
- ❖ Schedule and conduct status meetings with appropriate development resources and customers.
- ❖ Provide proper refund and compensation to customers on time.
- ❖ Assist sales team in business acquisitions, planning, retention and management.
- ❖ Maintain complete and accurate customer correspondence data.
- ❖ Assist in making major business decisions.
- ❖ Develop and update client related reports.
- ❖ Managing client relationships to build a reputation for excellent service and generate repeat business.
- ❖ Negotiate and manage agreements through business contract process.
- ❖ Create online videos, training guides, FAQs, WebEx training sessions etc. to benefit all customers.
- ❖ Identify and develop problem solving methodologies to resolve customer issues.

Education & Trainings

Academic Qualifications:

- ❖ **Matriculation** (Matric in Arts)
- ❖ **Ssc in Arts** (Secondary School Certificate)

Skill & Abilities:

- ❖ Ability to maintain excellent relations with superiors, peers and subordinates
- ❖ Ensuring Health and Safety guidelines are followed at all times
- ❖ Organized and well-structured at work
- ❖ Independent and self-motivated
- ❖ A positive attitude and taking pride in work

Personal Information:

- ❖ **Passport Number:** QF9993362
- ❖ **Visa Status:** Visit Visa (Till 25th July)
- ❖ **Languages:** English,Urdu,Punjbi,Pashto
- ❖ **Marital Status :** Single

❖ ***Date of Birth*** : 28-10-1989

Declaration.

I hereby declare that the information mentioned above is true to the best of my knowledge.