



Muhammad Kashif

Industrial Area 11 Sharjah

Contact No : +971557550411

Email : kaxhifx@gmail.com

Father Name : Muhammad Ibrahim

Marital Status : Single

Nationality : Pakistani

Visa Status : Visit

ABOUT ME

I am an efficient and confident Person with demonstrated experience of Cashier in the Sole proprietorship Business. My experienced helped me develop expert knowledge of managing cash register. I am highly motivated to continue learning and improving my craft.

LANGUAGE

- English 
- Urdu 
- Punjabi 
- Hindi 

SKILLS & PROFICIENCIES

- MS Office
- Managing Cash Register
- Good at Typing
- Customer Dealing

CERTIFICATION & VOLUNTEER WORK

Volunteer Social Worker

Miracle You Social Working organization

2017 to 2019

Collaborated with a social working organization to raise funds for food of poor and needy people.

Appreciation Certificate

Y.NOT.U organization

2019

i got appreciation certificate from an organization for promoting a Future leaders conference of students.

WORK HISTORY

Cashier

Sole proprietorship

Sep 2019 to July 2022

Responsible for all Cash activities, from cash register to closing. Works closely with sales and support teams to foster high customer satisfaction and Business reputation.

Assistant

Hamid Khan Lodhi Law Firm, Pakistan

Nov 2017 to Aug 2019

My job in the law firm was to assist my senior in civil cases. I used to type the details of the cases and make official documents.

Social Worker

Miracle You Social Working & Development Organization

Mar 2015- May 2017

Collaborated with a social working organization to raise funds for food of poor and needy people.

EDUCATIONAL BACKGROUND

University of Sargodha

Pakistan

Bachelor's Degree in Commerce,

Major in Advace & Cost Accounting

2017

Graduated as Cum Laude

Punjab Group of Colleges

Sargodha, Pakistan

Intermediate in Commerce

2015

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Dear Sir :

My name is Muhammad Kashif. I am 25 years old and i am from Pakistan. I am graduate in commerce.

November 23 , 2022

I Studied Bachelor's in Commerce from University of Sargodha, Punjab, Pakistan. I worked as a Cashier in a sole proprietorship business named Shaheen Paint Store in Pakistan. I also worked in a Law firm as an Assistant. I also worked as a volunteer in a Social Working organization during my Student days.

Furthermore, i am on visit visa here in United Arab Emirates. The Economic condition of my native country is not too good so therefore i am here in your beautiful country for better future opportunities. I am looking for job of cashier but i can also do job related to Accounts & Administration like Assistant, Receptionist Etc according to companies need. I have a versatile personality so i can adjust in any kind of job given.

I believe, I am the right person for this job because ;

- I am focused, active and honest person.
- As an employee, i always tried to benefit business reputation.
- I am very excited to be part of your great company. I will put my extreme effort to justify my job.

I am looking for job day and night , so i can join job immediately.

Respectfully yours,

Muhammad Kashif