



# ABDULLAH WAHEED

Customer care service Provider

## CONTACT

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## SKILLS

- Customer Service
- Administrative Efficiency
- Multitasking
- Cash Handling and Reconciliation
- Point of Sale (POS) Systems
- Problem Solving
- Organizational Skills
- Attention to Detail

## LANGUAGES

English  
Urdu  
Hindi

## EDUCATION

Bachelor of Business and Information Technology  
Virtual University of Pakistan  
2021-2024 (Continue)

Intermediate in Science  
Murray College Of Pakistan  
2019-2020

## PROFILE

Dedicated and personable professional with a proven track record in receptionist and cashier roles. Adept at delivering exceptional customer service and ensuring smooth front office operations. Possesses strong organizational and multitasking skills, coupled with a keen attention to detail. Experienced in managing high-traffic reception areas and handling cash transactions with precision. Skilled in utilizing office software and point-of-sale systems to streamline processes. Proactive problem solver with a commitment to providing a positive and welcoming experience for clients and customers.

## EXPERIENCE

### Receptionist and Cashier

#### Islam Medical Center / 2018-2020

- Provided exceptional customer service by warmly greeting and assisting visitors and addressing inquiries in a professional manner.
- Managed a high-volume reception area, ensuring prompt and courteous handling of phone calls and inquiries.
- Managed cash transactions with precision, accuracy, and a strong attention to detail.
- Conducted daily cash reconciliations to ensure accuracy in financial records and prevent discrepancies.

### Customer Care service

#### X-Logistics / 2021-2023

- Managed and cultivated positive relationships with clients, ensuring their needs and expectations were consistently met in the realm of logistics and supply chain solutions.
- Acted as a primary point of contact, addressing inquiries, providing updates, and resolving issues to enhance overall customer satisfaction.

## REFERENCES

Will furnished on demand.