

# MASHKOOR ALI

Cashier, IT Support, Customer Service

056-2590-487

*miranee1986@gmail.com*

*22436 Sharjah Muweilah*

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Al Taryam Building, 2nd Floor, Room 203

Near Old Muweilah Fire Station, near Chennai Restaurant

Sharjah, 22436, U.A.E

Dear Hiring Manager,

I am writing to express my keen interest in the available position at your esteemed organization. With a strong background in customer service, cashier operations, IT support, and administrative roles, I bring a diverse skill set, a positive attitude, and a dedication to delivering high-quality service.

My experience as a Waiter Cum Cashier at Hotiffin Restaurant has equipped me with excellent customer service, inventory management, and cash handling skills. I am confident in my ability to manage customer interactions, handle POS systems, and ensure smooth daily operations. Previously, I served as an IT Incharge at Masoomeen Hospital Trust, where I provided technical support, configured systems, and led training sessions for software usage. These roles have not only honed my communication and problem-solving abilities but also enhanced my adaptability and team collaboration.

Being awarded "Best Employee of the Month" at Masoomeen Hospital is a reflection of my strong work ethic and commitment. I am fluent in English, Urdu, Hindi, and Punjabi, enabling me to connect with a wide range of clients and colleagues.

I am confident that my proactive attitude, multi-tasking abilities, and passion for delivering excellence would be a valuable addition to your team. I welcome the opportunity to further discuss how I can contribute to your company's goals.

Thank you for considering my application. I look forward to the possibility of an interview to discuss my suitability for the role in more detail.

Warm regards,

Mashkoor Ali



# MASHKOOR ALI

I am committed to leveraging my specialized expertise and unwavering work ethic to deliver, I am eager to contribute to your team's success through my focused and honest approach to every challenge. aiming to deliver outstanding results and meet targets.

## Contact

### Phone

056-2590-487

### Email

miranee1986@gmail.com

### Address

Al Taryam Building 2 floor, 203 near Old muweilah fire station near chennani restaurant , Sharjah, 22436, U A E

## Education

### Intermediate

Board of Intermediate Education Karachi

2009 (Commerce)

## Skills

- Verbal Communication
- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Able to lead the team
- Active Listener

## Language

- English
- Urdu
- Hindi
- Punjabi

## Professional Experience

### Present

-  
2024  
Sep

### Waiter Cum Cashier

Proficiently handling cash transactions and record-keeping as a Cashier at Hottifin Restaurant.

Diligently managing inventory levels and facilitating timely restocking.

Providing exceptional customer support by swiftly resolving service issues

Enhancing service delivery through active collaboration with management and team members, boosting overall customer satisfaction

Managing disposal Item's Inventory stock

Daily, Weekly, and Monthly

### 2024

-  
2017

### IT Incharge

Masoomen Hospital Trust I Musa Lane Lyari Karachi Pakistan

- Supported and configured software and hardware, including new PC and thin client setups
- Operated and maintained computer systems, peripheral equipment, and installed software.
- Provided first-level help desk support, resolving technical issues and managing access controls.
- Delivered comprehensive training on Coherent Database Software to onboard new users effectively.
- Conducted daily CCTV surveillance monitoring and backup, ensuring security compliance.
- Addressed queries and complaints efficiently via phone, email, and direct correspondence

## Achievement

### Best Employee of The Month

Masoomen Hospital Trust