

**Zaid Qutbi**  
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## **OBJECTIVE:**

To work, fairly independently, in challenging position that calls for full utilization of my talents and offer opportunities for application of knowledge to real life situations, learning and professional development.

## **EXPERIENCE:**

- **Alfatah Alif Pharmacy & Supermarket – Retail Finance Analyst # - June 2024 – To Till Date**
  - Accurately enter and update financial and inventory data into the system.
  - Assist in reconciling bank statements with store transactions to ensure accuracy. Track and manage merchandise inventory levels, ensuring adequate stock availability.
  - Prepare daily sales reports and analyze financial performance metrics.
  - Support internal audits by providing necessary financial documentation and reports.
  - Communicate with vendors regarding invoices, payments, and discrepancies.
  - Address customer inquiries related to pricing, promotions, and payment methods.
  - Monitor and record operational expenses to maintain budgetary compliance.
  - Organize and maintain financial records and documentation for easy retrieval.
- **Alfatah Alif Supermarket – Senior Cashier # - Oct 2022 – May 2024**
  - Supervise and train junior cashiers to ensure accurate and efficient cash handling.
  - Oversee daily cash register operations, including cash drawer balancing and reconciliation.
  - Handle complex customer transactions and resolve any issues or discrepancies.
  - Process payments and refunds while maintaining a high level of customer service.
  - Prepare end-of-day financial reports, summarizing sales and cash flow.
  - Monitor cash flow and ensure adherence to cash handling policies.
  - Assist in maintaining inventory levels by recording and reporting stock discrepancies.
  - Collaborate with management to implement cash handling procedures and improve efficiency.
  - Assist with the recruitment and onboarding of new cashiers.
  - Ensure the cash register area is clean, organized, and well-stocked.
- **Osama Pharmacy – Cashier # - Aug 2021 – Sep 2022**
  - Process customer transactions quickly and accurately using point-of-sale system.
  - Handle cash, credit, and debit card payments, providing change and receipts as needed.
  - Maintain a clean and organized checkout area to enhance the shopping experience.
  - Greet customers warmly and assist with any inquiries or concerns.
  - Monitor and manage cash drawer to ensure it balances at the end of shifts.
  - Report any issues with the cash register or payment systems to management.
  - Assist with inventory management by restocking merchandise at the register area.
  - Follow company policies and procedures for cash handling and security.



- Participate in team meetings and training sessions as required.
- Provide excellent customer service to encourage repeat business.

### **ACADEMIC QUALIFICATION:**

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- **Intermediate** (Diploma of Software Engineering - 3<sup>rd</sup> Final Semester In Process) from **Aligarh University**
- **Matric** from **Metropolis Academy**

### **COMPUTER LITERACY:**

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- MS Office
- Data Analytics | Google Sheets | Data Cleansing & Organizing
- **Systems** – Retail POS System

### **TRAININGS:**

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- Time Management
- Business Communication

### **HOBBIES AND SOCIAL ACTIVITIES:**

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- Playing Cricket, Reading Books, News & Indoor Games.

### **PERSONAL PROFILE**

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- Father's Name : **Mashood Qutbi**
- Date of Birth : 23<sup>RD</sup> DEC' 2004
- Domicile : Sindh
- CNIC No. : 42101-8467283-3
- Religion : Islam
- Marital Status : Single
- Nationality : Pakistani