



Mahreen Malik

Accounts Officer

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Languages

English

About

With experience as a Sales Assistant at Omar Cash & Carry, I have developed expertise in customer engagement, transaction processing, and product presentation. My passion for retail is complemented by strong skills in inventory control and store maintenance, making me adaptable to various retail environments.

BRANDS WORKED WITH

- Artema Medical Group of Companies
- first pharmacy
- omar cash & carry

Experience



● Junior Accounts Officer

Artema Medical | Feb 2020 - Dec 2023

Occupation or Position Held Junior Accounts Officer Main Activities & Responsibilities Maintain accurate financial records professionally, support accounting team members, contribute to budgeting and forecasting, conduct financial analysis for decision-making, collaborate with departments for proper financial communication and recording and engage in training for skill and knowledge enhancement.

● Retail & Sales Assistant

Omar Cash and Carry | Jan 2018 - Feb 2020

Occupation or Position Held Retail & Sales Assistant Main Activities & Responsibilities Assisted customers in finding products, providing recommendations, and answering inquiries, operated cash registers, processed transactions accurately, and handled cash and card payments and restocked merchandise on shelves, ensuring proper organization and presentation. Name and Address of Employer Omar Cash & Carry, Lahore, Pakistan
Tenure Occupation or Position Held Main Activities & Responsibilities / Name and Address of Employer / Type of Business or Sector /

Education and training

Education & Training

2024 - 2024 ● University of Gloucestershire

Master of Research,

2013 - 2017 ● Kinnaird College for Women

MPhil. Business Administration,

2006 - 2010 ● Kinnaird College for Women

BSC Hrs. Economics,

2004 - 2006 ● Lahore College for Women University

Intermediate Statistics, Economics and English Literature,

2004 ● Board of Intermediate and Secondary Education

High School Certificate,