**Afeefah Manzoor**

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Objectives

* I am looking to work at a company where I can gain knowledge and upgrade my skills to the best to meet the costumer’s requirement and satisfaction.
* I am also seeking a sales position with a retail company on a long-term basis who is looking for an experienced, hardworking, detail oriented team player.
* I would like to obtain a different working experience where I can interact with customers more.

Education

* Forest Park High School, Woodbridge, VA
* Graduating in June 2018
* 3.4 GPA (Honor Roll Student)
* Information Technology Program (Computer Science Division)

Skills

* Easily adaptable to new situations and work environments
* Able to satisfy customers’ needs
* Friendly personality and able to get along with others
* Good with time management and handling pressure

Experience

February 2015 – May 2015

Job Title: Cashier

Ali Grocery 13863 Smoketown Rd, Woodbridge, VA 22192

* Proactively acknowledged, greeted, and assisted customers in the store
* Ordered and maintained store stock
* Maintained working knowledge of store’s policies and procedures
* Handled cash, checks, and credit card transactions
* Managed the register in accordance with POS guidelines
* Processed shipments and ensured all merchandise is represented on the floor

Reason for Leaving: The store had closed due to being bought out by another company.

June 2016 – Currently

Job Title: Office Assistant

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* Created Excel sheets of finances
* Provided customer service through the phone
* Organized and maintained documents

Reason to leave: Would like to have a different working experience out of the office environment and the company is relocating as well.

Awards & Acknowledgements

* History Honor Society (2016-2017)
* Tutored peers in Math and Physics
* Perfect Attendance (9th grade – 11th grade)
* Best in Class Information Technology Award (11th grade)