

Aysha Begum

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Professional Summary

Detail-oriented Business Management graduate (HND) with 3+ years of experience in inventory management, ERP systems, documentation handling, insurance processing, POS transactions, and e-commerce order management. Skilled in supporting daily business operations, reconciling inventory records, preparing financial and insurance reports, delivering excellent customer service. Seeking an administrative, procurement, or operations support role to apply strong organizational and analytical skills.

Professional Experience

Pharmacy cashier/assistant

Kulud Pharmacy – Qatar | Jul 2022 – Feb 2025

- Received and verified pharmacy stock deliveries; accurately entered items into ERP system.
- Reported and resolved inventory discrepancies with the warehouse department.
- Prepared and submitted monthly insurance documentation to management.
- Handled e-commerce orders, ensuring timely processing, packaging, and customer satisfaction.
- Managed pharmacy documentation, including receipts, expense records, and insurance files.
- Processed POS transactions and assisted customers with purchases.
- Generated daily sales and end-of-shift reports for management submission.

Sales assistant

Letters Passion Arts Gallery – Qatar | Sep 2021 – Feb 2022

- Assisted customers with product inquiries, guided them in selections, and ensured positive shopping experiences.
- Promoted and registered participants for weekly art workshops and gallery events.
- Supported inventory tracking, restocking, and product availability.
- Ensured the gallery environment was well-organized, visually appealing, and customer-friendly.

Education

- **Higher National Diploma (HND) in Business Management** – 2025 | Merit
Wesford University College – UAE
- **Higher Secondary Certificate (HSC)** – 2019 | GPA: 4.67
Bangladesh School & College – Oman

Skills

Technical Skills Core Competencies

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|--|---|
| ▪ Customer Service & Sales Support | ▪ Documentation & Insurance Processing |
| ▪ Microsoft Office Suite (Word, Excel, PowerPoint) | ▪ Inventory Management & Stock Control |
| ▪ POS Transactions & E-commerce Platforms | ▪ ERP Systems |
| ▪ Administrative Support | ▪ Time Management & Organization |
| ▪ Basic Accounting & Data Entry | ▪ Strong Written & Verbal Communication |

Languages

- English – Fluent (Read, Write, Speak)
- Bengali – Fluent (Read, Write, Speak)
- Hindi – Conversational
- Arabic – Basic (Read, Speak)