

ESMAIL DANA

BUSINESS ADMINISTRATION STUDENT & OPERATIONS SUPPORT

Phone: 0750 979 1921 Email: esmaildana1921@gmail.com Location: Erbil, Iraq

PROFESSIONAL SUMMARY

Motivated Business Administration student with strong customer service, cashiering, and inventory management experience in retail and hospitality sectors. Proven adaptability, high reliability, and quick learning capacity. Seeking an entry-level administrative or operations role. Fully available for evening shifts.

EDUCATION

Diploma in Business Administration Current Student
Shaqlawat Technical College
Gaining hands-on knowledge in office management, organization, and administrative processes.

WORK EXPERIENCE

- Cashier, Stock & Ordering Assistant** Erbil
Hawre Supermarket

 - Managed POS cashier terminal accurately and handled cash transactions.
 - Organized shelf stock displays and managed customer purchase orders.
- Retail Store Assistant** Erbil
Paytakht Supermarket

 - Assisted customers with product inquiries and maintained inventory organization.
- Customer Service Assistant** Erbil
365 Fitness Game Café

 - Welcomed visitors, managed floor service, and ensured customer satisfaction.
- Service Staff** Erbil
Biber Restaurant

 - Managed guest orders and maintained smooth communication with kitchen staff.
- Sales Associate** Erbil
Julberg Clothing Store

 - Provided customer assistance in clothing selection and organized store items.

SKILLS

POS Systems • Cashiering • Inventory Control • Customer Relations • Evening Shift Availability

LANGUAGES

Kurdish: Native
English: Beginner (Currently Learning)