

SYED NAJMUL HASAN

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EXPERIENCE

July 2019 -
Present

CLERK (TELLER)

Radha Al-Ansari Exchange – Dubai

- Execute customer transitions regarding Cash, Money Orders and Money Exchange.
- Enter customers' transactions into computers to record transactions and issue computer-generated receipts.
- Maintain balancing record with 100% rate of accuracy.
- Monitor & Track security transactions, Fund transfer and Margin Accounts.
- Proficient in using computer and other office equipment's.
- Exceed monthly sales goal.
- Balanced daily cash deposit and bank vault inventory with zero error rate.
- Record amount record and prepare reports of transactions.
- Maintain professional and Friendly customer service.
- Train new employees regarding money exchange procedures and money drawer handling.
- Perform all duties as assign by supervisor
- Resolve customer's issues and provide relevant information.
- Cross selling exchange service.

Jan 2018 –
June 2019

SALES EXECUTIVE

Wahran Tailoring & Textiles Trading (LLC)

- Ensure high level of Customer satisfaction through excellent sales services.
- establishing Maintains professional and technical knowledge by attending educational workshops, reviewing Professional publications, personal network; participating in professional societies.
 - Welcome customer to the store and answer their queries.
 - Maintain in stock and presentable condition assigned areas.
 - Actively seek out customer in store
 - Built productive trust relationship with customer.

OBJECTIVE

Seeking a position in the field of Supply Chain where my excellent analytical and technical skills can be utilized to improve the company's profitability. A position in the field of Supply Chain leading to managerial responsibilities.

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

COMMUNICATION AND INTERPERSONAL SKILLS

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Have a good level command over English and Urdu Languages.

ADDITIONAL SKILLS

- Operating System: Windows 2008/XP, Windows7, Windows10
- MS Office: Word, Excel, PowerPoint, Outlook.

July 2013 –
Oct 2017

WAREHOUSE SUPERVISOR

Jhanpanha Private Limited

- Managing all processes and functions within a busy warehouse.
- Managing a team of 10 employees within the warehouse.
- Coordinating racking and storing.
- Maintaining high standards of materials handling.
- Responsible for the warehouse security and accountability.
- Ensuring stock levels are managed and controlled effectively. Ensuring compliance with all Health and Safety regulations.
- Using automated computer systems to monitor stock control.
- Making sure that all freight receipts and deliveries are carried out in time.
- Leading, motivating, training and developing staff.
- Updating & maintaining computerized & paper based administrative records.
- Generate daily-monthly stock reports as requested by the management.
- Plan for upcoming goods, preventive measures and stock control.

July 2011 –
June 2013

SENIOR ACCOUNTANT

99Flowers (Retail Showroom)

- Preparing asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transaction by entering account information.
- Recommends financial actions by analyzing accounting options.
- Secures financial information by completing data base backups.
- Prepares payments by verification documentation, and requesting disbursement.
- Accomplishes the result by performing the duty.
- Maintains quality service by following organization standards.
- Leads the team by accomplishing the targets
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.

ACHIEVEMENTS

- Have bought immense sales for the company by retaining the promises offered to the customers on time.
- Following up regularly and promoting best deals to the co-operate companies on different occasions and events.
- Have been awarded as the top seller in the organization.
- Have received appreciations and goodies from the customers.
- Have always gone a mile extra to retain customer satisfaction.

EDUCATION

**BACHELOR IN COMMERCE
COMPUTERS (3 YEARS)**

Osmania University – INDIA (2011)

PERSONAL DETAILS

Father's Name : Syed Noor-ul Hasan
Date of Birth : 14.07.1986
Religion : Muslim
Passport Details : Passport No: K4176131
Nationality : Indian
Languages Known : English Hindi and Telugu.

DECLARATION

hereby certify that the above statements are true and correct to the best of my knowledge.

SYED NAJMUL HASAN
Applicant