



MOHD ATHAR

CONTACT



+971563541242



atharshaikh049@gmail.com



Ajman, UAE

PERSONAL INFORMATION

RELIGION : ISLAM
NATIONALITY : INDIAN
SEX : MALE
MARITAL STATUS : SINGLE

PASSPORT DETAILS

Passport No : N5056538
Date of Issue : 16/11/2015
Date of Exp : 15/11/2025

VISA TYPE

VISIT VISA

CAREER OBJECTIVE

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company.

PROFESSIONAL EXPERIENCE

Designation : CASHIER
Employer : SANA MOTORS
Duration : 15/08/2018_30/04/2020

INTERNSHIP PROJECT/ACCOUNTING

Employer : [Karvy stock broking Pvt Ltd Company](#)
Employer : [Training Certificate in Finance and Accounting \(CFA\).](#)

EDUCATIONAL CREDENTIALS

[Master of Business Administration \(MBA\)](#)

[VBS Purvanchal University \(2016-2018\)](#)

[Bachelor of Commerce \(B.COM\)](#)

[VBS Purvanchal University \(2013-2016\)](#)

[Intermediate](#) from M C D I College (2013) UP Board.

[High School](#) from Dr. Rizvi Learner's Academy (2011) CBSE Board.

COMPUTER SKILL

MS Office (All)

Tally






LANGUAGE KNOWN

- English
- Urdu
- Hindi

SKILLS

- ❖ Target Oriented.
- ❖ Good Interpersonal and Communication Skills.
- ❖ A Team player, continuous Learner and Proactive.
- ❖ Customer Service.
- ❖ Ability to work with minimum supervision.
- ❖ Transaction Processing.

RESPONSIBILITIES

-  Establish strong credibility with client by providing accurate information.
-  Cash tally on daily basis.
-  Administer the balancing of cash drawer.
-  Deal with all the complaints and find suitable solutions.
-  Find ways to measure customer satisfaction and improve service.

I hereby declare that all the information furnished above me are true and correct to best of my knowledge and belief.