



# Hakam Al Khalaf

Cashier Location: Dubai | Nationality: Syrian

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## Profile

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Communication Networks Engineer I work in the field of sales, marketing and cashier. Dynamic and conscientious telephone advisor, strong believer in ethical work and providing aid where needed. Keen and dedicated worker with experience in networks, data entry and more. Smiling, affable professional with the ability to communicate clearly and effectively both in writing and verbally. Adaptable and able to work any schedule.

## Experience

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- **Majid Al Futtaim (Carrefour)** -  
Cashier  
to customers in a very professional manner that conforms to the SGOT (Smile - Greet - Offer - Thank) rule.
  - Respect and comply with the company's anti-money laundering rules, policies and procedures at all times.And I have some experience in CCO
- **Filful and Mahashi Restaurant** -  
Casher  
I have experience in the field of cashiers, processing orders and dealing with ordering and delivery devices Ordering foodstuffs from suppliers at cheap prices
- **National Insurance** -  
customers service  
Helping the company grow better by achieving customer satisfaction. Respond quickly to customers, empathize with them, understand the problem they face, and provide the support and advice they need. Convincing potential customers to buy the product
- **Telecom sales** -  
Sales  
Presenting the product to customers and thus leading to its display in the market  
Follow up on the movement of the product in the market on both large and small scales  
Gathering important information to develop the marketing strategy  
Implementing the orders given to him by his responsibilities

- **data entry operator**

Data entry

Collecting information and examining it for accuracy.

Entering the data entry of the customers' data and accounts from the documents, and completing this process on the previously specified date.

Ensure that no errors, omissions, or conflicts occur in the data entry process, in addition to ensuring the correctness of the results obtained.

Perform data entry for the scanning process on the collected data and information.

## **Education**

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- **Faculty : Communication Engineering.**

University : AlWatanya Private University.

Bachelor's degree in Engineering

## **Skills**

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- Excellent verbal communication skills.
- Excellent Sales skills.
- Teamwork & Collaboration.
- Respect the company's desk guidelines and always keep your counter, drawers, tables, and workspace clean
- Fast learner and passion for sales.
- Independently resolve customer complaints, wherever possible
- Providing sufficient and necessary information whenever necessary to the main office, the administrative office, or the various departments of the company

## **Computer Skills**

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- **Microsoft Office (Word, Excel, PowerPoint) Windows 10 | Web page design | javascript | IP ADDRESS | access points|MATLAB |fiber optic**

## **Personal Information**

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- Type of visa : visit | Martial Status : married | Of Birth : 01 / 01 / 1996

## **Languages**

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- Arabic - Native Speaker - Mother tongue.
- English - Intermediate