



MOHD ATHAR

CASHIER & CUSTOMER SERVICE

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.

WORK EXPERIENCE

SANA MOTORS HERO- AUG 2018-APR 2020

Cashier & Customer Service

- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Issue receipts, refunds and change.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve customer complaints and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.

EDUCATION

Master Of Business Administration (MBA)- 2018

VBS Purvanchal University, Jaunpur (UP)

Bachelor Of Commerce (B.COM)-2016

VBS Purvanchal University, Jaunpur (UP)

INTERNSHIP & CERTIFICATION

Employer- Karvy Stock Broking Pvt Ltd Company (Jaunpur, UP).

Training Certificate in Finance and Accounting [CFA] (Jaunpur UP).

CONTACT

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ADDRESS

Flat No. 406, Ali Building
Al Hamidiya, Ajman, UAE.

SKILLS

- MS-Office
- Tally ERP
- Creating Report
- Attention To Details

PASSPORT DETAILS

PP No.- N5056538

Issue Date- 16-11-2015

Expiry Date- 15-11-2025

VISA STATUS (Visit Visa)

Valid Till- 20th Sep 2023

LANGUAGES

English (Proficiency)

Urdu (Native)

Hindi (Native)

HIGHLIGHTS

- Administration and management.
- Accounting and Book-keeping.
- Task Management.
- Complex Problem Solving.
- Time Management.
- Strong analytical skills.