

CURRICULAM VITAE

SHAMS ALAM

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Nationality: INDIAN

BUR DUBAI, UNITED ARAB EMIRATES



OBJECTIVE:

Self-motivated and highly organized individual with 4 years' experience in cashier and cash register handling skills to pursue new opportunities to support a retail brand's goals. Strong organizational, problem-solving, and communication skills.

WORK EXPERIENCE:

CASHIER:

ENJAZ BANK MADINAH, SAUDI ARABIA – August 2019 to September 2022

- ✓ A Bank Cashier, or Bank Teller provides face-to-face services in banks and handles customers' concerns and complaints.
- ✓ Their duties include greeting customers, opening and closing accounts and handling deposits and withdrawals.
- ✓ Bank Cashiers handle cash transactions on a daily basis.
- ✓ sorting checks, ensuring transaction balance, managing requests and complaints, maintaining confidentiality, and complying with bank security procedures.

CASHIER:

VISION GROUP DOHA, QATAR – February 2018 to April 2019

- ✓ Handle cash, credit, or check transactions with customers.
- ✓ Scan goods and collect payments.
- ✓ Ensure the pricing is correct.
- ✓ Issue change, receipts, refunds, or tickets.
- ✓ Redeem stamps and coupons.

CASHIER:

BIG BAZAAR MUMBAI, INDIA – May 2016 to January 2018

- ✓ Delivering items to customers who cannot easily carry large items due to age or disability.
- ✓ Reviewing receipts to ensure that they were printed correctly.
- ✓ Scanning groceries using a barcode scanner to record prices and item information.

SKILLS & ABILITIES:

1. Major office activities such as internet, email and alike
2. MS Office Suite
3. Accounts Payable and Receivable
4. Financial Statements
5. Payroll Liability and Deductions
6. Administrative Support
7. Payroll Management
8. Inventory Assessments
9. Document Recordkeeping
10. Payroll Auditing
11. Cash Analysis

EDUCATIONAL DETAILS:

QUALIFICATION	BRANCH/ TRADE	UNIVERSITY/ INSTITUTE
Matriculation (10 th)	General	Bihar School Examination Board (BSEB) Patna, India
Intermediate (+2)	Intermediate of Commerce	Bihar School Examination Board (BSEB) Patna, India
Graduation	Bachelor of Commerce	Magadh University Patna, India
Tally ERP 9	Accounting & Finance	S-TEK IT Education Mumbai, India

PERSONAL DETAILS:

- Father’s Name: MD Kalim
- Gender: Male
- Marital Status: Married
- Nationality: Indian
- Languages: English, Hindi, Urdu, and Fluent Arabic
- Passport No.: P2005368
- Visa Status: 2 Months Visit Visa (Expiring on November 5)

DECLARATION:

In view of the above particulars, please consider this application and give me an opportunity in your organization. I assure you that I will carry out my duties to entire your satisfaction.

Shams Alam