



SAIYYED ALI MEHDI RIZVI

SALES ASSISTANT (CASHIER) /COMPUTER OPERATOR

PERSONAL DETAILS

Email alirizvi9295@gmail.com

Contact no: +91-

8090005109 Address: Vill-

Dandwa

Mustafabad, Sarai Meer,

Azamgarh

Date/Place of

Birth

15/11/1999/India

Nationality Indian

SKILLS

- Microsoft excel.
- Computerskills.
- Communication Skills.
- Ability to work in a team.
- Active listening.
- Time Management.

LANGUAGE

- English: Read, Speak, Write.
- Hindi: Read, Speak, write.
- Urdu: Read, Speak, Write

EXPERIENCE

SALES ASSISTANT (CASHIER) • A ONE BAZAR • JUNE 2022–MAY 2023.

- Ensure high levels of customer satisfaction through excellent sales service.
- Ascertain customers' needs and wants.
- Recommend and display items that match customer needs.
- Welcome and greet customers.
- Manage point-of-sale processes.
- Keep up to date with product information.
- Accurately describe product features and benefits.

COMPUTER OPERATOR- COMMON SERVICE CENTRE (CSC) & JAN SEWA KENDRA- APRIL 2020 - MARCH 2022.

- Provides data by operating a computer.
- Performs defined tasks per documented instructions/processes.
- Makes appropriate changes to the documentation, as needed.
- Starts operations by entering commands.
- Responds to incoming telephone calls, email, and voicemail inquiries from internal customers (within IT department) regarding computer-related problems.

EDUCATION

• MASTER OF
COMMERCE • 2022 •
VEER BAHADUR SINGH
PURVANCHAL
UNIVERSITY, JAUNPUR

Graduated with 1st
division

• BACHELOR OF
COMMERCE • 2020
• UNIVERSITY OF
LUCKNOW

Graduated with 1st
division

• INTERMEDIATE • 2017 •
UP BOARD

Graduated with 1st
division

• HIGH SCHOOL • 2015 •
UP BOARD

Graduated with 1st
division

CERTIFICATE/OTHER COURSES

- COURSE ON COMPUTER CONCEPT (CCC) ,NIELIT DELHI.
- TALLY ERP 9 PROFESSIONAL, BOSTON ACADEMY LUCKNOW.
- INTERNET OF THINGS, SKILLUP BY SIMPLILEARN.
- COMPUTER TYPING HINDI & ENGLISH, SUCCESS COMPUTER INSTITUTE, AZAMGARH.
- 'O' LEVEL INFORMATION TECHNOLOGY, NIELIT DELHI.
- ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING, SUCCESS COMPUTER INSTITUTE, AZAMGARH.