



Hakam Al Khalaf

CASHIER, ACCOUNTANT Location: Dubai |

Nationality: Syrian

00971528557589 |

hakamkhalafeng@gmail.com

Profile

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

- MAJID AL FUTTAIM (CARREFOUR), DUBAI** 15/2/2023 - 11/10/2023
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
Welcome customers to the store and answer their queries
Assess customers' needs and provide assistance and information on product features Ensure high levels of customer satisfaction through excellent sales service
Team up with co-workers to ensure proper customer service
- FILFUL AND MAHASHI RESTAURANT, DUBAI** 11/11/2022 - 14/2/2023
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
- SYRIAN TELECOM, SYRIA** 1/2/2021 - 1/8/2022
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 productthe problem they face, and provide the support and advice they need Convincing potentis customers to buy the product

- **TELECOM SALES, SYRIA**

9/9/2022 - 13/11/2022

SALES

Responsible for achieving agreed sales targets in line with sales and business plans. Conducting market research and studies, identifying sales possibilities, and evaluating customer needs. Searching for new sales opportunities by communicating with customers by phone and social media. Set up meetings with potential clients. Create periodic reviews and reports with sales and financial data identification

- **MTN, SYRIA**

1/7/2021 - 5/11/2021

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

- **Faculty : Communication Engineering.**

University : AlWatanya Private University.

Bachelor's degree in Engineering

Skills

- Excellent verbal communication skills.
- 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

- **Microsoft Office (Word, Excel, PowerPoint) | POS | Al-Amin Accounting | Zoho**

Personal Information

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

Languages

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