

RESUME

SHAKKEER M

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Address: DUBAI (UAE)



DETAILED SUMMARY

Visa Status : Employment Visa
Total Experience : Total Exp. 5+ years
Notice Period : One Month

PROFESSIONAL EXPERIENCE

Experience Summary

- done online admissions of students
- Doing invoicing and dispatch orders
- Answer the customers calls about their orders
- manages the processing and dispatching of orders.
- Customers handling
- Data entry of customer details
- Conversation on outlook

FRESH FRUITS COMPANY. Dubai (U.A.E.)

Working as Cashier from Dec, 2021 To Till

Major Responsibilities:-

- Cash handling & basic math skills.
- Strong product knowledge and understanding of customer base.
- Bagging items carefully.
- Verbal communication skills.
- Issuing refunds & exchanges.
- Weighing & scanning items.
- Greeting customers.
- Doing Ipos and brilliant software

BARAKAT VEGETABLES & FRUITS CO. (L.L.C), Dubai (U.A.E.)

Working as Computer Operator in E- Commerce department from Apr, 2020 To Dec.21

Major Responsibilities:-

- Done invoicing of orders and segregate to drivers
- Collects customers signed invoices from drivers
- Submit daily report about whole shift report to next shift staff
- Submit daily report about attendance of my team
- Print out order sheets from company's website and handover to order pickers team
- Verify completed orders then process them to ready for dispatch on website
- Managing team work

AL MADEENA HYPERMARKET LLC. KANHANGAD, KERALA,

(INDIA) Working as Cashier and Billing from Jun 2018 to Jul 2019

Major Responsibilities:-

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Calculating rebate and discount on different customer invoices
- done GST (Goods & Service Tax) invoices
- Maintaining Daily Bank Position.
- Inventory check and reconciling.
- Processes return transactions.
- provides a positive customer experience with fair, friendly, and courteous service.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Enters price changes by referring to price sheets and special sale bulletins.
- Discounts purchases by redeeming coupons.

Education

- Passed from board public examination in I E M H S S PALLIKARE, KERALA. INDIA (**SSLC**)
- Higher secondary in DR. AMBEDKAR SCHOOL, KASARAGOD. INDIA
- INDIAN & FOREIGN accounting (TALLY, PEACHTREE & QUICKBOOKS) IN GTECH KANHANGAD, Kerala, India
- Arabic typing. (MS OFFICE) (India)

Computer & Technical skills

- Excel, Word, Power Point & Outlook
- Arabic typing
- Invoicing, Inventory stocking
- Mobile Hardware & Software

Certification

- INDIAN & FOREIGN accounting (TALLY, PEACHTREE & QUICKBOOKS)
- Arabic & English typing
- Mobile Hardware & Solution

Languages Knows

English, Hindi & Malayalam

Hobbies

Listening music, Searching knowledgeable things & playing outdoor games

Personal Information

Father's Name : M. Abdulla
Date of Birth : 15 Feb 1997
Gender : Male
Marital Status : Single
Religion : Muslim (Islam)

Date.....

(Shakeer M)