



Muhammed Hijaz Kandoth

Dubai, UAE

+971568424170 | muhdhijazkandoth@gmail.com

Professional Summary

- An enthusiastic person who performs all office tasks to the highest standard and within given timescales excellent communication skill, written and verbal good telephone manner and client interface skill committed and goal oriented can manage multiple tasks.

Objective

Looking for a challenging job where I can use the knowledge and skills developed during my past carriers to earn and learn more in present professional life and grow professionally by new vista of life.

Experience

- © PEE KAY TRADERS, KERALA, INDIA 05-May-2022 - 20-Aug-2023
 - CASHIER / CUSTOMER RELATION EXECUTIVE
 - Processing sales transactions and taking payments from customers.
 - Greet customers and maintain a personable and friendly attitude
 - Provide customer service to customers in a professional manner and ensure that they receive the best possible service.
 - Accept cash, cheque and bank card for payments and record transactions promptly.
 - Reporting various reconciliation, productivity, and transaction statistics in the cash operations ambit.
 - Catering to customer phone calls and diverting the call to relevant department for a more advanced form of query resolution.
 - Resolve complaints from customers and provide solutions to their queries.
- © FFC US FRIED CHICKEN, KERALA, INDIA 20-Aug-2021 - 30-March-2022
 - CASHIER / BILLING EXECUTIVE
 - Use positive attitude and interpersonal skills to greet each guests who enters the dining establishment.
 - Apply expert customer service and money handling skills to handle transactions for both dine-in and take out orders.
 - Handled any returns or exchange and answered any questions customers had about product prices.
 - Effectively manage daily financial operations.
 - Ensuring precise transaction recording, reconciliation of bank statement.
 - Operated the store's cash register and different forms of payment, such as cash and cheques.

Personal Details

- Date of Birth : 17-08-1998
- Marital Status : Single
- Nationality : Indian
- Religion : Muslim
- Passport : V5698443
- Visa Status : Visit visa

Education

- **Eyeball Computer Education** 2021
Bachelor of International Office Administration
- **Kannur University** 2020
Bcom Co-operation
- **Kerala Board of Examination** 2017
Commerce
- **Kerala Board of Examination** 2015
SSLC

Computer Awareness

- * Tally
- * Ms office (excel, word)
- * Arabic Typing
- * Quickbook
- * Data Entry

Core Strengths

- Excellent communication and typing skills
- Ability work under pressure
- Exceptional customer service
- Ability to get well in a team and work in a dynamic environment

Languages

- English
- Hindi
- Malayalam
- Arabic