



# Munavar Sulthan

Cashier Cum Purchase Officer

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📍 Dubai

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## CAREER OBJECTIVE

Resourceful employee with outstanding knowledge to develop and maintain healthy Customer pipeline. Consistently works to attract new business opportunities. Talent in Administrative oversight, recruitment processes and customer service improvements, Energetic and results-driven Retail Sales Associate with a passion for delivering exceptional customer service to boost sales.

## PROFESSIONAL EXPERIENCE

2022 – present  
Dubai, UAE

### **Fresh Laya Minimart LLC**

Cashier Cum Purchase Officer

- Complete store operational requirements by scheduling and Assigning employees following up on work results.
- Ensure standards for quality, customer service and health and Safety.
- Manage all controllable costs to keep operations profitable.
- Maintain the stability and reputation of the store by complying With legal requirements.
- Manage stock levels and make key decisions about stock control.
- Maintain inventory by implementing purchasing plans and staying In contact with vendors and shippers.
- Responsible for paying suppliers and vendors for goods and services purchased by the company.
- Preparing cheques for payment and Petty Cash Maintenances.

2020 – 2022  
Abu Dhabi, UAE

### **Traffic Burger Cafeteria**

Cashier Supervisor

- Addressed and resolved customer complaints to maintain customer loyalty and Satisfaction.
- Assisted customers with finding items, completing exchanges and obtaining refunds.
- Trained and mentored new staff and clerks in correct processes.
- Promote products and services to clients and negotiate contracts With the aim of Maximizing profits.
- Entering invoices into the Accounts Payable System, Processing, Payments, Filing and Maintaining supplier records.

2019 – 2020  
Dubai, UAE

### **McGettigan's Pub**

Cashier

- Recorded daily transaction information using POS systems, enabling stock success Monitoring.
- Completed opening and closing procedures each day.
- Balancing the cash drawer at the beginning and end of a work Shift.
- Performed accurate cash counts at store opening and closing.

## EDUCATION

2014 – 2017	<b>Bachelor Of Commerce</b>
Tiruchirappalli, India	Bharathidasan University
2017	<b>Diploma in Computer Application</b>
Mayiladuthurai, India	Aptech Computer Education

## SKILLS

- Time Management
- Conceptual
- Issue Resolution
- Customer Greetings
- Communication
- Purchase Monitoring
- Project Management
- Leadership Abilities
- Inventory Management

## TECHNICAL SKILLS

- Ms Office
- Foodies
- SAP
- InstaShop
- Micros
- Tally

## LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

## PERSONAL DETAILS

Passport No	: T7458939
Nationality	: Indian
DOB	: 24/07/1996
Marital Status	: Single
Salary Expectation	: Negotiable

## DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.