



HABEEB KAMBI VALAPPIL

CASHIER & SALES ADMIN

Experienced professional adept at multitasking roles, including Cashier & Sales Admin, Accounts Assistant, and Sales Executive. Skilled in handling cash transactions, managing sales operations, and providing administrative support. Proficient in assisting with accounting tasks, including bookkeeping and financial reporting. Demonstrated ability to drive sales through effective communication and customer service. Excels in managing various responsibilities simultaneously and delivering results in fast-paced environments. Eager to leverage diverse experience to contribute to organizational success and growth.

PERSONAL DETAILS

Mobile : +971 562497935
Email ID : habeebeltr6@gmail.com
Address : Dubai - UAE
Nationality : Indian
D.O.B : 05-01-1995
Gender : Male
Marital Status : Single
Passport No : N1586863
Visa Status : Visit Visa

ACADEMIC CREDENTIALS

2015 Bachelor of Commerce
Calicut University

2012 Higher Secondary
Board of Higher Secondary
Examination, Kerala

2010 Secondary School
Board of Public Examination, Kerala

CERTIFICATION

- PDCFA (Professional diploma in Computer financial Accounting)

COMPUTER PROFICIENCY

- Office Package: - MS Office (Excel, Word, Power Point) - Advance level
- Accounting Package – Tally ERP
- Computerized Accounting
- Electronic cash processing

LANGUAGES KNOWN

- English - Advanced Proficiency
- Hindi - Advanced Proficiency
- Malayalam – Native Proficiency

KEY SKILLS

- Cash Handling
- Sales Administration
- Inventory Management
- Account Reconciliation
- Financial Reporting
- Data Entry
- Communication Skills
- Problem-solving
- Sales Strategy
- Relationship Building
- Negotiation Skills
- Team Collaboration
- Time Management
- Adaptability
- Multitasking

EXPERIENCES

❖ CASHIER & SALES ADMIN | Jan 2019 – Jan 2024 Bin Faris Auto Parts & Trading - Doha, Qatar

- Supported sales team with administrative tasks to maintain operational efficiency.
- Ensured accurate pricing by scanning goods meticulously.
- Balanced cash registers meticulously at shift ends.
- Processed payments efficiently using various methods, prioritizing accuracy.
- Addressed customer inquiries promptly and professionally, resolving issues effectively.
- Assisted customers with their needs and concerns, ensuring satisfaction.
- Generated and delivered timely sales reports to senior management.
- Maintained focus on exceeding sales targets consistently.

❖ ACCOUNTS ASSISTANT | Feb 2018 – Jan 2019 Bin Faris Auto Parts & Trading - Doha, Qatar

- Managed daily maintenance of books of accounts, ensuring accuracy and timeliness.
- Prepared statements of accounts for Payables and Receivables, facilitating clear financial tracking.
- Ensured data security by conducting regular database backups, safeguarding financial information.
- Prepared monthly financial reports, offering valuable insights into financial performance.
- Conducted bank reconciliations regularly to verify and uphold the accuracy of financial records.
- Implemented Management Information Systems (MIS) to enhance efficiency in reporting processes.
- Maintained cash book meticulously, recording all cash transactions accurately for transparency.

❖ SALES EXECUTIVE | July 2017 - July 2018 Edumart – Calicut

- Acquired product knowledge to help customers and provide insights.
- Created sales plans to meet targets effectively.

- Researched markets to find potential customers and understand their needs.
- Built strong client relationships for loyalty.
- Worked with the marketing team on campaigns.
- Presented sales reports to management for insights.
- Managed sales from start to finish for customer satisfaction.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

HABEEB KAMBI VALAPPIL