



# Tanveer Ahamed

## CONTACT ME

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Sharjah-UAE

## EDUCATION

### Bachelor of commerce

Siddharth University

2019 - 2021

### ITI in Fitter

Bapu ITI Bagahi Bhari Pipiganj,

2018 - 2020

### Highschool up

Board of High School & Intermediate,

2016

## PERSONAL

DOB ; 01/07/2021 (22 YRZ)

Nationality : Indian

Marital Status : Single

Visa Status : Company Provided

## CAREER OBJECTIVE

To proceed with a reputed organization that offers me growth to hone my skills and knowledge and helps me to utilize my skills. I am not afraid to be challenged. Looking forward to working with a dedicated team of professionals

## WORK EXPERIENCE

Head Cashier/Accountant

2023 - present

### Al Safer Group of Companies | UAE

- Communicate with customers and address any problems they may have
- Serve as the primary point of contact for customer service associates
- Operate registers and perform general checkout functions
- Generate reliable and accurate till reports from every register
- Resolve cash tills when closing, ensuring the money matches the report and is stored safely
- Assist cashiers with requests such as price checks
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status

Production Line Incharge

2022 - 2023

### Nedec Pvt Ltd | India

- In charge to handle the production line in SMT department Am -50 Line
- In charge of 22 staff to handle all production in one shift
- Ensuring compliance with safety and professional standards within a facility
- Organizing, monitoring, and prioritizing tasks to meet production goals
- Evaluating various stations of the production operation to ensure optimum efficiency
- Maintaining communication between employees and senior executives to ensure procedures and policies are well-understood
- Ensuring the flow of raw materials and other resources

## SKILLS

- Interpersonal communication.
- Loss prevention techniques.
- Written and verbal communication.
- Time management.
- Product knowledge.
- Telephone etiquette.
- Customer service.
- Analytical skills
- Mathematics
- Accounting
- Sales and Marketing

## TECHNICAL SKILL

- Auditing
- Generally Accepted Accounting
- Microsoft Excel
- Financial statements
- Calculations/Computations
- Statistical analysis
- CASH HANDLING
- POINT OF SALE ( POS )
- SAP SYSTEM
- CUSTOMER SATISFACTION
- COMMUNICATION SKILL
- INVOICING
- SALES OPERATIONS
- CASH MANAGEMENT

## LANGUAGES

- English
- Hindi
- Urdu

Sales and Marketing Executive

2021 - 2022

### National Enterprises I India

- Acting as a point of contact between customers and companies
- Negotiating terms of sales and agreements and closing sales with customers
- Gathering market and customer information to figure out the customer needs
- Responding to customer queries and resolving their objections to get them to make a purchase
- Advising product developers on improvements to include in forthcoming product developments and discussing special promotions
- Creating proposal documents as part of the formal bidding procedure
- Inspecting inventory in stock and the quality of the product on display
- Providing customers with detailed and accurate quotations and cost calculations

Customer Service Executive

2020 - 2021

### Luxmi bekers I India

- Interpersonal and customer service skills
- Analytical and problem-solving skills
- Multitasking and organizational skills
- Ability to answer a high volume of calls and/or emails daily
- Ability to share work among a customer service team
- Attentiveness and patience
- Time-management skills
- Ability to find the positive in any situation

All information in this resume is true and correct to the best of my knowledge and belief.

*Tanveer Ahamed*

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REFERENCES AND REFEREES ARE AVAILABLE ON REQUEST