



MUHAMMED JASI P P

CASHIER / CUSTOMER SERVICE

Jebel Ali, DUBAI

+971581813228

muhammed.jasi.p@gmail.com

ABOUT ME

Performance-oriented and confident person with a Business Administration degree and 8 years of cash handling experience. Ability to use strong communication and collaboration skills to help teams, find their potential and exceed company expectations

SKILLS

- MICROSOFT OFFICE
- TYPING SPEED
- TIME MANAGEMENT
- CUSTOMER SERVICE
- INVENTORY MANAGEMENT
- TEAMWORK
- ACCOUNTS PAYABLE
- ACCOUNTS RECIEVABLE

LANGUAGES

- ENGLISH
- TAMIL
- MALAYALAM

PERSONAL DETAILS

- Date of birth
22-04-1998
- Nationality
Indian
- Visa status
Visit Visa
- Marital status
Single

DRIVING LICENSE

- Driving license category
Indian

WORK EXPERIENCE

JALCO TRADING
Pattambi, Kerala
Sep 2019 - May 2024

- Cashier/Salesperson
 - Present, promote and sell products/services using solid arguments to existing and prospective customers
 - Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
 - Establish, develop and maintain positive business and customer relationships
 - Reach out to customer leads through cold calling
 - Expedite the resolution of customer problems and complaints to maximize satisfaction
 - Achieve agreed upon sales targets and outcomes within schedule
 - Coordinate sales effort with team members and other departments
 - Analyze the territory/markets potential, track sales and status reports
 - Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

UNIWIDE
HYPERMARKET
Pattambi , Kerala
Mar 2016 - Feb 2019

- Billing Clerk
 - Collect all information needed to calculate bills receivable order amounts, discount rates
 - Check the data input in the accounting system to ensure accuracy of final bill
 - Issue invoices and bills and sent them to customers through various channels
 - Issue customer account statements periodically or whenever necessary
 - Receive payments through various methods (cash, online payments etc.) and check for credibility
 - Send reminders for payments and contact customers when assigned
 - Update accounting records with new payments, balances, customer information etc.
 - Answer questions and handle complaints from customers regarding bills
 - Report on activity to upper management

EDUCATION

MES ARTS &
SCIENCE COLLEGE
PATTAMBI
Pattambi , Kerala
2019

- BBA
 - Completed Bachelor of Business Administration from MES Arts and Science College under the University of Calicut

HOBBIES

DRIVING, SWIMMING, FOOTBALL