

SALEEM RAFEEL

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RESUME OBJECTIVE :

Job Objective to obtain an Invoicing Clerk position that will allow me to utilize my skills and has potential for growth. Compiled data from vendor invoices and supporting documents to verify accuracy of billing data and ensured receipt of items ordered

SKILLS :

Data Entry	Administrative Assistant	Merchandise	Computer literacy
Communication Skills	Multi Tasking	Analytical Skills	Cashiering
Checkout	Customer service	SOP	Teamwork

WORK EXPERIENCE :

CITY HYPER MARKET ,SHARJAH

DATA ENTRY CLERK : Oct 2020- Sept 2023

- Perform General Office Duties such as making LPO ,PO , Invoices
- Submitting orders to suppliers on time, Receiving & Pricing of Inventory
- Manage Inventory sheets or Computer tracking systems to keep track items in the store
- Receiving & Pricing of Inventory
- Enter Stock Details in to the system Accurately
- Update and Modify Daily Selling Prices ,Sales Report details
- Dealings with Customers and Clients via Email and Telephone
- Data Input and manipulation in Excel spreadsheets and Database
- Ensuring the safety and security of the company data systems
- Occasionally carrying out various Administration tasks(Filing ,Printing ,etc)
- Manage accounts and performing Bookkeeping .
- Ensure accurate prices and codes for all the products
- Researched and retrieved requested data and performed daily control function

CITY HYPER MARKET ,SHARJAH

CASHIER : June 2016- Sept 2020

- Scan the items,register the sales and process transactions using the required mode of payment
- Ensure proper rates/denominations of currencies are communicated to the customers,
- Conduct security checks for the currency when required
- Assist customer in professional and timely manner,providing excellent customer service
- Install,check and manage the cash unit and return it at the end of each day
- Take full responsibility for the security of the designated counter,Cash and other valuables
- Ensure the bags,Card machine and stationary are constantly available at the cash counter
- Follow the opening,closing and the cash reconciliation procedures
- Ensure customer transactions are processed promptly and accurately
- Maintain clean and tidy checkout areas
- Handle merchandise return and exchanges
- Cross sell products and introduce new ones

EDUCATION : BSC ,Diploma in Information Technology

D.O.B : 12-10-1984

LANGUAGES : English ,Tamil ,Malayalam ,Hindi..

VISA : Visit Visa (Valid -OCT 10-2024)