

ARBAZ YUSUF SHAIKH

Account Assistant

+971522553174 @ arbaz.as2704@gmail.com LinkedIn/Portfolio DUBAI UAE

SUMMARY

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

EXPERIENCE

CAHIER ACCOUNTS

DIMPLE FASHION

07/2022 - Present Dubai, United Arab Emirates

Company Description

- Manage transactions with customers using the point-of-sales system.
- Take cash, credit and debit payments.
- Cash Collections And Systematic Record Keeping.
- Payroll And Monitoring Employee Time Offs.
- Inventory Cost Management.

Store Leader

Aditya Birla Group

02/2018 - 05/2022 Mumbai, India

ALLEN SOLLY COLTHING BRAND

- Greet customers as they enter the store.
- Answer customer questions and assist with requests.
- Resolve customer complaints and issues in a timely and professional manner.
- Restock and organize merchandise on the sales floor.

Call Center Agent

Bajaj Finserv

08/2016 - 01/2018 Mumbai, India

CALL CENTER AGENT

- Managing large amounts of inbound and outbound calls in a timely manner
- Following call center "scripts" when handling different topics
- Identifying customers' needs, clarify information, research every issue and providing solutions
- Keep records of all conversations in our call center database in a comprehensible way

EDUCATION

HIGH SCHOOL B.COM

SANDESH COLLEGE

05/2015 - 05/2016

KEY ACHIEVEMENTS



HARD WORKING

- Beating sales targets.
- Problem-Solving
- Multitasking

LANGUAGES

Language
Proficient



HINDI
Native



URDU
Native



MARATHI
Proficient

