



MOHAMMAD ZAID

Contact

Phone

+971 588 56 4015

E-mail :

zaidwais802@gmail.com

Skills

MS Office ,Word ,Excel,
PowerPoint.

Other Skills

With good oral and written
communication skills

Strong interpersonal skills

Capability to work hard in
adverse environment

Decision-making ability under
pressure

Performs multitasking

Responsible, determined and
trustworthy

Possess motivation &
influencing ability

Languages

English, Hindi, and Arabic.

Seeking a suitable post with your esteemed organization where my skills and experience can be utilized for the mutual benefit and I can enhance my knowledge and experience.

Work History

2021-05

CASHIER AND CUSTOMER SERVICE

2022-12

KOTAK MAHINDRA BANK LTD, MUMBAI .

- Daily cash and cheque handling including foreign Payments.
- Handling all cashier related enquiries from customers.
- Ensuring that the tills balance up at the end of the day.
- Processing all incoming payments received by mail, fax Emails .
- Can handle large amounts of cash efficiently and Accurately.
- Excellent communication skills to build relations with customers face to face.
- Self-motivated, with a strong sense of personal Responsibility.
- .Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.

2017-07 -

GENERAL ACCOUNTANT : SHARJAH (UAE)

2021-01

NAJM AL FALAH AUTO SPARE PARTS TR LLC

- Receiving payment and cash check credit cards voucher and automatic debits
- Assisting customer by providing information and resolving their complaints
- Counting in cash drawers at the beginning of shift to ensure that amounts
- Answering customer question and provide information on policies
- Calculate total payments received during a time period and with total sales
- Operate telephone switchboard to answer, screen or forward calls provided
- Great person entering the establishment,

determine nature and purpose of visit, and direct or escort them to specific destinations.

2015-11 -
2016-12

ASSISTANT CASHIER (SAUDI ARABIA)

NIMRAN TOYOTA AUTO SPARE PARTS

- Worked as cashier auto spare parts in Toyota
- Communicate customer order to backend and ensure correct processing
- Replenish orders as and when required
- Warp items for takeout orders
- Price products and update recodes system
- Great customer in person and on telephone and provide required information.

Education

2007-01

SSC

ST. Thomas college U.P board

2009-01

HSC

ST. Thomas college U.P board

2012-01

B.COM

PURVANCHAL University jaunpur

Visa Status

Employment Visa.

