

# MOHAMMED KHALED

CASHIER / CUSTOMER SERVICE OFFICER

## DETAILS

0526488758

khaled0526488@gmail.com

## SKILLS

Microsoft Office

Customer Services

Interpersonal Skills

Team Worker

Time Management

Goal-Oriented

## LANGUAGES

English

◆◆◆◆◆

Bengali

◆◆◆◆◆

Hindi

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Urdu

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Arabic

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## SUMMARY

Seeking responsibility in a reputable organization to contribute to its aims and objectives. Strong work ethic and ability to maintain high standards even under pressure. Committed to performing duties to the best of my abilities and exceeding expectations of superiors.

## EXPERIENCE

Cashier / Customer Service Officer, Al Mumayzah Readymade Garments, Fujairah

**Mar 2023 — Current**

- Processed transactions efficiently, enhancing customer satisfaction.
- Maintained a balanced cash drawer with 100% accuracy.
- Utilized POS systems to streamline checkout processes.
- Resolved customer inquiries, boosting loyalty and repeat business.
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- Collaborated with management to enhance store layout, improving sales flow
- Maintained accurate cash handling, achieving 100% error-free audits
- Upsold products, increasing average sale value by 15%

Front Desk Executive, Raozan English School, Chittagong

**Mar 2019 — Nov 2022**

Greeting and signing in/out of all guests and parents

Receiving incoming calls & queries from parents and visitors

Receiving goods or mail and distribute them to the appropriate team members at the school

Keep updated records and files of students

Usher, Vibes Event, Dubai

**Jan 2017 — Jan 2017**

Usher in Big 5 and Gitex Technology events.

Cashier, Uniform Express, Dubai

**Jan 2016 — Jan 2016**

## EDUCATION

Amity University, BBA, Marketing & Finance, Dubai

**2013 — 2016**

**2011 — 2013**

## **REFERENCE**

Reference available upon request