



MOHAMMAD ARIFUL ISLAM

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Visa Status

Transferable and can join immediate

Address

Mushairif, Ajman, UAE

EDUCATION

Bachelor of Business Administration (B.B.A)

National University

Passing year: 2021

CGPA – 3.44 out of 4.00

Major – Accounting

**Attested By UAE Ministry of Foreign
Affairs and International Cooperation.**

LICENSES & CERTIFICATIONS

- UAE Manual Light Vehicle Driving License (Valid)
- Willing to undertake equipment training if required

CAREER SUMMARY

Seeking a suitable position where my professional experiences, Training and educational qualification will allow me to make an immediate contribution as an integral part of a progressive company.

WORK EXPERIENCE

Cashier

Al Bait Al Saeed Building Material Trading (April 2024 - Present)

Responsibilities:

1. Helped customers with product information and store promotions.
2. Handled returns and exchanges, ensuring customer satisfaction.
3. Analyze sales data to identify trends and improve checkout efficiency.
4. Resolve customer complaints, guide them, and provide relevant information.
5. Track transactions on balance sheets and report any discrepancies.
6. Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
7. Maintaining a clean workspace.

SKILL HIGHLIGHTS

1. Having far-reaching experience in "Admin and Account" regulations.
2. Advanced expertise in Microsoft Office applications.
3. Skilled in managing multi-dimensional organization settings.
4. Excellent teamwork skills.
5. Physically fit and adaptable to shift work and airside operation.
6. Familiar with safe vehicle handling and operational awareness.
7. Proactive, hard-working, quick-learner, fast-thinker and easily adapt to diverse environment.
8. Have the ability to do work under pressure or any challenging circumstances.
9. Have the ability to work independently as well as in team.

Languages

1. English
2. Hindi
3. Urdu

REFERENCE

Available upon request.