** CURRICULUM VITAE**

**Mustaquim**

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**CAREER OBJECTIVE:**

Take my career to a higher level, maintaining excellent work record, gaining more knowledge, skills, and experience and face the challenges of work in a multi-tasking environment and more so to contribute and associate with higher achievement.

**AREA OF EXPERTISE:**

Skilled at general management, Sales/Customer service, Staff motivation and training, leadership and Supervision, Visual Merchandising, loss and Prevention.

**WORK EXPERIENCE:**

* **NESTO HYPERMARKET**

POSITION : Sales Assistant

LOCATION: Buteenah,Sharjah,U.A.E

DURATION : **April 14th 2016 to Till Date**

* **Roshni shoes centre**

POSITION : Salesman

LOCATION : Dhulabari,Jhapa,M.N.P-1,Nepal

DURATION : 2012-2015

**DUTIES AND RESPONSIBILITIES:**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock.
* Keeping up to date with special promotions and putting up displays.

**ACHIEVEMENT AND TRAINING:**

* Product knowledge of the North Face, Timberland, Columbia
* Cashier training

**EDUCATIONAL QUALIFICATION:**

* S.L.C from East Horizon English Higher Secondary School, Mechinagar, Jhapa, Nepal
* 10+2 (Management, Accounting and Marketing) from East Horizon English Higher Secondary School, Mechinagar, Jhapa, Nepal

**COMPUTER SKILLS:**

* Microsoft Windows, XP, Word, Excel, Internet Access, Power Point.

**PERSONAL INFORMATION:**

**NATIONALITY : Nepalese**

**PLACE OF BIRTH : Mechinagar -3, Dhulabari, Jhapa, Nepal**

**LANGUAGE : English, Hindi, Nepali, Bengali, Urdu**

**MARITAL STATUS : Single**

**RELIGION : Muslim**

**DECLARATION**

**I hereby declare that, the above mentioned particular are true to best of my knowledge and belief.**

**I Hope my qualification, skills and experiences will meet your requirement and I look forward to work with you and your organization.**

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**MUSTAQUIM**