**MOHAN**

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**MOHAN.277323@2freemail.com**

**OBJECTIVE:**

Looking for career job in some reputable organization where long term career opportunities are available to utilizemy potential and capabilities.

**WORK EXPERIENCE:**

**Max Retail L.L.C .**

Senior Cashier**/ Sales Assistant**

MCC Dubai, UAEYear 2012-till present

* Responsible for settling internal dues and handling petty cash. The cashier handles retail cash transactions.
* To collect all monies deposited in the drop safe
* To balance all monies deposited
* To deposit all monies promptly in the bank
* To make petty cash payments and provide change to cashiers
* To prepare cash receipts reports
* Prepare journal vouchers for petty cash and cash receipts
* Ensure adequate control over foreign exchange
* To issue house banks and keep adequate control over them
* To prepare the related cash handling and HB agreement as per the pooled House bank policies
* To complete the task of spot check on house bank holder along with the witness by the other Finance Associate
* To maintain the currency exchange value at the system and board at the Front Desk on timely manner
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Resolve customer complaints.
* Answer customers' questions, and provide information on procedures or policies.
* Recommend and provide advice on a wide variety of products and services.
* Answer telephones to provide information
* Merchandising
* Maintain high standards of Visual Merchandising housekeeping in term of cleanness, display and stock rotation
* Implement all merchandising as per the brand’s visual merchandising guidelines.

**Vishal Megamart**

Customer Assistant

Tezpur, Assam, India Year 2011-2012

* Product Knowledge.
* Excellent quality customer service
* Merchandise the stocks according to the planogram.
* Ensure that the floor is ready prior to the opening of the store.
* Excellent quality of Customer Service.
* 100 % execution of Store Promo at the CSR level.
* Attend to different kinds of customer inquiries.
* Attend to customer complaints.
* Attend to telephone calls.
* In – charge with the paging system

**EDUCATION :**

Metriculation 2004DonBosco Hr. Sec. School Manipur, India

Intermediate (I.com.) 2006Don Bosco College Manipur, India

Bachelor 2010 (B.Com.)Saraswati Multiple Campus Kathmandu, Nepal

**SKILLS/STRENGTHS:**

Execellent in spoken English, Hindi and Urdu and written in English.

Proficient in MS Word, MS Excel and MS Power Point.

Willingness to learn new things to improve and adopt.

Highly Trustworthy and can work with minimal supervision.

**PERSONAL DETAILS:**

Nationality: Nepalese

Date of Birth: September 3, 1986

Gender: Male

Marital Status: Single

**DECLARATION:**

I hereby certify that all the above information are true and correct to the best of my knowledge and belief.