ABDUL

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**OBJECTIVE:**

To work in quality based environment where I can make my maximum use of managerial & analytical knowledge interacting with diversified cultural people &fine tuning my customer service and sales skills to grow along with the organization.

**KEY SKILLS:**

Highly motivated and dedicated record of academic achievement proven performer with effective combination of sales ability and customer service expertise.

Experienced in dealing efficiency on all levels in business. Customer service and team oriented.

**PROFESSIONAL EXPERIENCE:**

PARIS GROUP INTERNATIONAL LLC ( Sept 2009-up to present)

Paris group is an authorized fashion retailer in the middle east with PARIS brand.

Paris group is committed in bringing medium brands of fashion clothing in to the region with an exclusive joint venture with Pierre Cardin and Balmain ,and franchise agreement with Ted Lapidus.Verri and Azzaro

POSITION:CASHIER CUM ACCOUNTANT

**Duties and responsibilities**

* Monitoring the performance of showroom staff, addressing complains.
* Resolving the problem and handling the payments.
* Maintaining the inventory by using in-house inventory software
* Handling different modes of payment with different type of currencies.
* Assist the customer especially to meet their needs and emphasize on the selling points of an article such as quality and utility.
* Preparing various reports such as Daily and Monthly sales summary reports to concerned authority which helps to increase sales volume of showroom and various brands.
* Utilizing the cash register to complete customer transactions, handling customer refunds and exchanges
* Submitting stock & sales related report to HO periodically

**STRENGHTH AND ABILITY:**

* Invoice reconciliation, Account payable & documentation. Very good customer relation ability with s pleasing personality.
* Outstanding communication skills, both verbal and written ,and ability to think strategically to solve problem effectively .
* Team player ,communicator ,and ability to interact with team players.
* Capability to take decision when faced with multiple alternatives.
* Career oriented and Commitment to excellence .pleasing personality and interactive with customers.

**EDUCATIONAL QUALIFICATION :**

* Secondary School Leaving Certificate (SSLC)
* Pre-degree ( Commerce )
* Bachelor of Commerce ( B.Com )

**COMPUTER PROFICIENCY** :

* Operating System: Windows XP, Windows 7, Linux, Android
* Application: MS Office Packages, Tally, Internet,Photoshop.
* Accounting package TALLY 7.2
* Diploma in Computerized Financial Accounting ( DCFA ).
* Diploma In Office Automation.

Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge and belief