**RESUME**

**Sayed**

**Sayed.351531@2freemail.com**

CAREER OBJECTVE

To be a part of a highly motivated team and render service by maximum utilization of knowledge and skill to step forward in any field of service to accept the challenges of the industry & do the creative & innovative work.

WORK EXPERIENCE

Work experience : working in reputed Gupta and company as a cashier since 1984

RESPONSIBILITIES AND DUTIES

Take payments from customers in exchange of goods or services while providing them with exemplary customer service.

Greet customers as they arrive, provide them with information regarding products and direct them to the right department. They scan merchandise and accept cash and credit card payments.

Processing refunds and exchanges while managing the cash drawer. At the end of each shift, tally funds and ensure that everything is in order.

Sometimes work as an customer service representative alternatively and are expected to provide customers with a positive shopping experience.

Reduced waiting time for customers by 3 minutes on average through effective automated bill generation mechanisms

Handled irate customers and difficult situations diplomatically

Maintain good relation with client.

**0THER RESPONSIBILITIES**

**Filing**

Creating and maintaining a filing system; locating documents for staff members; and filing documents in their corresponding location.

**Mail and Correspondence**

Handle incoming mail, emails and outgoing messages. Responding to general assistance emails, attaching files to messages, answering letters and distributing correspondence to the appropriate office team members. Frequently operate fax machines, phone systems and other office equipment.

**Data Entry and Computer Work**

**Customer Service**

In sometimes may be required to double as a customer service representative. To greet customers as they arrive or answer telephones, tasks that require effective communication and customer service skills.

WORK SKIIL

• Written, telephone and electronic communication

• Organization

• Self development and learning

• Integrity and reliability

• Attendance and punctuality

• Professionalism

• Confidence and demeanor

• Attention to detail

• Report writing

• Record keeping

• Bilingual

**Computer Skills**

•Assembling & disassembling PCs

•Microsoft Office applications

•Photoshop CS3

•Windows

•Software Installation (windows MS Office etc)

**Other Skills**

• More than twenty years driving experience of two and four wheeler.

EDUCATIONAL QUALIFICATION

Highdchool : with Science

Intermediate : With Science

BA : with English Literature, Economics

HOBBIES

Photography & Photo Designing

DECLARATION

The information furnished above is true to the best of my knowledge and belief.