**RESUME**

****

**SHARUQ**

**SHARUQ.372745@2freemail.com**

**CAREER OBJECTIVE:**

To look for better opportunities where in all my skills and knowledge shall be applied and to enhance my capabilities and work in pleasant sounding atmosphere that offers great innovation and ground work for fulfilling career.

**KEY SKILLS:**

 - Adaptability, flexibility and trained time-management abilities.

- Strong Fundamental Creative thinking.

- Decision making and Monitoring

- Team work

- Quick learner

-Professional Demeanor

**PROFESSIONAL EXPERIENCE:**

**-Organization:** Mister baker L.L.C

**-Designation:** Sales cum Cashier July 2015 -present

**DUTIES:**

-Greet customer as they enter into store and offer assistance.

-Provide advice on different products.

-Taking orders

-Serving customer at the sale counter.

-Offering face to face advice to customers on the store products.

-Dealing with enquiries and answering calls from new and existing customers.

-Making sure that any item which is removed from a display column is replaced

 immediately after a sale.

-Taking payments from customers via cash and credit cards.

-Helping to resolve customer complaints.

-Building relationships with customers.

-Inventory

-Handling difficult and aggressive customers in a professional manner.

-Ensure that all products deliveries are made on time.

**EDUCATIONAL QUALIFICATIONS:**

**Academics:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Stage** |  **Board of Exam** |
| 2011 | Class12 |  Kolhapur Board |
| 2009 | Class10 |  Kolhapur Board |

**Certifications:**

- CISCO Certified Network Associate (CCNA)

- Certificate Course In Hardware And Networking (CCHN)

- MS-CIT

- Tally

- Well versed in Microsoft Excel, Word and Power point

**HOBBIES:**

- Traveling

- Playing Football, Cricket

- Internet Surfing

- Reading newspaper

**PERSONAL DETAILS:**

Name : Sharuq

DOB : 31/08/1992

Gender : Male

Languages : English, Hindi

Marital Status : Single

Address : Mumbai. (India).

Nationality : Indian