**CURRICULUM VITAE**

****Aslam   
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Address: - DUBAI (U.A.E)**

**Career Objectives:**

To work efficiently in such an environment which enables me to enhance my knowledge and skills and building such a relationship with my organization where my efforts will be rewarded with career growth.

**Skills:**

* Handling transaction and dealing with customers.

**Educational Qualification:**

* B.A. (Bachelor of Arts)

**Extra Qualification:**

* Diploma in Computer Hardware & Networking.
* Certificate in Tally 9 & EPR 9.

**Worked Experience:**

* **Worked as salesman in a garment shopping mall (Fine look) in Kingdom of Saudi Arabiafor about one and half months and then promoted to as a cashier.**

**Responsibilities as a salesman:**

* Greeting customers professionally.
* Dealing with politenesswith the customers.
* Having patience while dealing with the customers.
* Having complete knowledge of the mall including the nearest mirror, bathroom, ATM etc.
* Helping customers in finding out what they need and make them feel good so they will buy the clothes.
* Sorting of clothes by size, color, brand, sale items, etc.
* Folding of clothes.
* Informing store supervisor about the shortage of clothes in the section.
* Fetching beefy boxes of merchandise and handle stacks of heavy clothing from stock room.
* Understanding the prices of each item of the section.
* Knowing of discounted and non-discounted cloths.
* Collecting of returned clothes from the exchange counter and putting them back in the section.
* Discussion with floor supervisor about the sell and discount if required by him.
* Achieving monthly target.
* Working on shift.
* **Worked as a cashier in a garment shopping mall (FINELOOK) in Kingdom of Saudi Arabia for two years.**

**Responsibilities:**

* Greeting customers professionally.
* Ensuring all electrical systems are working properly of the cash counter.
* Ensuring proper cash in the drawer.
* Understanding the prices of each item.
* Maintaining proper speed in transaction.
* Ensuring there is no deduction while having transaction.
* Dealing with debit card purchase.
* Interacting in a polite manner with customers.
* Return cash to the customers on return receipt.
* Informing the customer about the exchange & return policies and thanking him after transaction.
* Attending light complaints from the customers.
* Try to make situation calm down if such arises.
* If any serious problem arises informing it to supervisor or manager.
* Asking salesperson to look after customers in case they are inattentive to them.
* Asking salesperson about the availability of an item on customer’s demand.
* Enquiring from the salesperson about the price of an item if there is no price tag.
* Differentiating between the discounted item and non-discounted item, an old item and a new item.
* Dealing with fire extinguisher maintenance personal and drinking water provider personal.
* Dealing with payments issued by the manager through the cash counter.
* At the closing time of cash counter, ensuring all the cases collected, arranged properly.
* Updating the whole day transaction to the computer server.
* Counting of the cashes properly.
* Maintaining all the invoices of purchase made through debit cards.
* Submitting of cash to the cashier supervisor.
* If there is cash deduction, rechecking the cash counter once again.
* Work on shifting.
* **Worked in an exchange counter or deposit counter at the above mentioned mall (Finelook)**

**Responsibilities:**

* Checking of computer system running properly.
* Greeting people professionally.
* Dealing with keeping customers’ belongings with the right token no.
* Ensuring customer’s purchase receipts while dealing in exchange or return issues.
* Issuing a receipt for return and exchange.
* Customers not complying with return or exchange policies are referred to the supervisor or manager.
* Ensuring the items are not used or torn while exchanging or returning.
* Maintaining lists of each item exchanged or returned, manually on paper with their right prices.
* Items exchanged or retuned are sent back to their required sections.
* At the closing of exchange counter updating the whole day transaction to the computer server.
* Counting of all the items listed on paper with the total amount of exchanged and returned pieces.
* **Worked as customer care executive at SERCO BPO India.**

**Responsibilities:**

* Greeting customer in a professional manner.
* Listening to the customer’s queries and assisting them right solution.
* Maintaining professional relationship with customers.
* Providing convincing answer to their problems.
* Providing right information to their queries
* Dealing with customers in a good manner.
* If the customer is not convinced transferring call to the supervisor.
* Achieving daily target.

**Extra Activities:**

* Worked in an internet café.
* Participated in programs and sports.

**Personal Details:**

Date of Birth **:** 30/11/1986  
Sex **:** Male  
Nationality **:** Indian  
Religion **:** Islam  
Marital Status **:** Unmarried  
Languages Known : English, Hindi, Arabic, Assamese, Bengali & Manipuri

**Strength**:

* Knowledge of working in cash counter, exchange counter and as a salesman.
* Ability to achieve results by hard work.
* Ability to face challenges and willingness to learn new things.

**Declaration:**

I hereby declare that all the details above furnished are true to the best of my knowledge.

**Place: - Dubai (UAE)**

**Dt:**