

***ABDUL***

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**Seeking job in Cashier with Back-end Official Service–sectors in a reputed organizations.**

**SYNOPSIS**

* A result oriented professional with 7 years of exposure in Back-end Official Service – sectors financial institutions.
* Expertise in handling a diverse range of operations entailing Accounts and Administrating.
* Implementing effective methods in Accounts.
* Expertise in designing & implementing training programs for bringing keen customer focus, high energy level and team spirit in the employees.
* Excellent written, communication, inter personal, liaison and problem solving skills with the ability to work in multi cultural environment.

**AREAS OF EXPERTISE**

**Operations**

* Implementing the new techniques and giving multitask performance up to the mark.
* Manage all aspects of the company with high standards.
* Co-ordinate with operating staff for upkeep of the company.

**People Management/Training**

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* Handling operational functions like pre-shifts, staff briefings, creating the duty roster and shift management.
* Imparting appropriate training on work to be carried out.
* Organizing and conducting practical, theoretical programs, to enhance skills and motivational levels.

**Since Year 2014 Feb , PAN EMIRATES FURNISHING as Cashier Executive till Date.**

**COMPANY DESCRIPTION : PAN**, is a premier integrated Retail service provider, and ranked in Furniture and maintenance business segments, services over handling job strategies with investors in various capacities, and provides investor services to mass market, comprising the Corporate Business of Dubai.

PAN covers the entire Ranges of Furniture services such as Villa's Furniture, Office woods under to its branch with Accessories. Distribution cell of Sharjah is the main branch of the company with the holding branches in DUBAI, MUSCAT, OMAN, QATAR

**My Roles & Responsibilities as a Administration Executive is as follows….**

* Updating all transactions in LN, MRMS ( POS) accounts software
* Daily Update Footfall Reports to the Management.
* Maintaining bank reconciliation.
* Taking Back-ups from the stored data.
* Sending daily final Sales reports.
* Refunds and Exchanges done under company’s policies.
* Maintain all soft and hard records of Sale analysis.
* Updating day to day TGCMC Cash submission sheet.
* Looking after cash and cheque transactions.
* Sales Weekly, Monthly and Annual statement preparation.
* Making Sales Ratio as per Daily Footfalls..
* Able to communicate in Arabic for 50%.
* Maintaining official mail communication system.
* All Refunds and Exchanges maintain in Hard & Soft transactions.
* Daily Credit Card Submission report to head office.

**Since Year 2009 May , Ethar Building Contracting as Admin Executive till 21-04-2012.**

**COMPANY DESCRIPTION :** ETHAR, is a premier integrated Construction service provider, and ranked in contracting and maintenance business segments, services over handling job strategies with investors in various capacities, and provides investor services to over corporate, comprising the who is who of Corporate Dubai.

ETHAR covers the entire spectrum of Construction services such as Villa's Construction, Bridge works under to its branch swimming pool Distribution cell of spain work in to various field like landscaping, swimming pool installation with professional management team and who ranks among the best in UAE.

**My Roles & Responsibilities as a Administration Executive is as follows….**

* Co-operation with employees in working environment.
* Maintaining bank reconciliation.
* Taking Back-ups from the stored data.
* Motivating and understanding as per the environment .
* Maintaining petty cash transactions.
* Giving better performance for company’s image.
* Maintain all soft and hard records for projects analysis.
* Updating Pending Orders in Daily transactions.
* Looking after cash and cheque transactions.
* Employees Monthly and Annual statement preperation.
* Able to communicate in Arabic for 50%.
* Maintain Cash counter up-to Date.

**ACADEMIC PROFILE**

Non-Tecnical : B.Com (Computers) Graduate from B.R.

 Ambedkar Open University

 in the of 2002-2005.

Technical : ( D.C.A ) Diploma in Computer Applications from

 APTECH Computer Education.

**Skills :**

Operating Systems : MS-DOS,WIN 2000, WIN XP.

Front-end Tools : MS-Word, MS-Excel,MS- Powerpoint, MS-Axcess.

Back-end Tools : Pagemaker 6.5, CorelDraw 8.0, PhotoShop 6.5.

Browsers : Internet Explorer, Netscape Navigator, Mozzilla -

Fire fox.

Accounting Packages : Wings 2000, Tally ERP-9

Scanning Software : Doc-capture, Polymar 2.20.

Database Software : MRMS, LN Communication Software.

**Strengths**

* Understanding, Motivating & Giving the better performance to the company.
* Interacting with staff and moving as per the company’s strategy.
* Having the Knowledge in Assembling the Computers
* Knowledge in Accounting packages like wings & TallyErp-9.
* Desktop Top Publishing DTP Packages Known.

**PERSONAL PROFILE**

Date of Birth : 08-05-1980

Marital Status : --Married--

Languages Known : English, Hindi & Arabic.

Nationality : INDIAN

Total Years of Experience : 6.5 years

Current Designation : Cashier.