CURRICULLUM - VITAE

**WAMIQ**

Email ID: wamiq-394126@2freemail.com

**OBJECTIVE**

Seeking a career-oriented position with progressive organization where my professional experience will enable to make a significant contribution towards company’s goal.

**PERSONAL DETAILS**

* Name : **WAMIQ**
* Date of Birth : 22-09-1986
* Gender : Male
* Nationality : Indian
* Religion : Muslim
* Marital Status : Married
* Languages : Arabic,English,& Urdu

**ACADEMIC QUALIFICATION**

* Passed **B.S.C** from **LUCKNOW UNIVERSITY,** in the year **2009.**
* Passed **Intermediate** from **U.P BOARD,** in the year **2005.**
* Passed **HIGH SCHOOL** from **U.P.BOARD** in the year **2003.**

**COMPUTER SKILL**

* + Completed One Year **Diploma** In Computer Application

**WORKING EXPERIENCE**

* Over 3 years’ Experience in **ACCOUNTANT CUM CASHIER** in Saudi Arabia **.**
* Worked in **Riyadh** as a **“STORE SUPERVISOR”** from **2 YEARS**
* Working as a **SALES SUPERVISOR** from **4 YEARS. PASSPORT DETAILS**
* Date of Issue : 08/07/2013
* Date of Expiry : 07/07/2023
* Visa Type : Visit Visa (3 Months 19 Oct, 2019)
* **Cont...2**

**NATURE OF JOB**

* Documents financial transactions by entering account information
* Recommends financial actions by analyzing accounting options
* Maintains accounting controls by preparing and recommending policies and procedures
* Prepares payments by verifying documentation, and requesting disbursements
* Maintains customer confidence and protects operations by keeping financial information confidential
* Operating scanners, scales, cash registers, and other electronics.
* Balancing the cash register and generating reports for credit and debit sales.
* Collecting payments whether in cash or credit
* Resolve customer complaints, guide them and provide relevant information
* gaining a clear understanding of customers' businesses and requirements;
* making accurate, rapid cost calculations and providing customers with quotations;
* feeding future buying trends back to employers;
* attending team meeting and sharing best practice with colleagues.

**DECLARATION**

**Hope you will consider my C.V and give me opportunity to face interview. I shall prove my worthiness and capability.**

**Thanking You,**

**Date: Signature**

**Place: (WAMIQ)**