**AMIN** 

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**Apply for outlet manager Cashier/ Sales Supervisor /**



**Objective:**

Seek a better career with an organization that allows me to utilize my experience and provide a challenging future with opportunities to further develop my skills as the organization grows.

**Summary of Skills:**

* Logistics/Inventory/Procurement/Contract Management – International professional course.  
   - Inventory/Material management – working/academic experience  
  - IT skills in DynMRO (DynCorp Material requisitioning& Ordering), MS Word, MS Excel, MS PowerPoint and MS Access.

- Excellent communication skills in English (Oral & Written).  
**Profile:**

* Proficient in all software application (Microsoft windows/office) and Accounting Packages.
* Knowledge of data entry, and file updating.
* Experienced in various aspects of customer services.
* Proficient in time management, planning schedules and multi-tasking.
* Experienced in purchasing, record management, correspondence and coordination with external sources.
* Worked in I.C.G front software system.
* Greet the entire customer promptly and courteously as they enter the store.
* Find out the specific needs of each customer that enters the store.
* Give accurate and current information about the product for all inquiries.
* Assisting storekeeper day by day receiving item.
* Keep record of daily sale and assist prepare inventory of stock.
* Maintain a positive and cheerful attitude and cooperate with team work.
* Check stock daily to ensure that all products are adequately stocked and available for customer.
* Greet Customers.
* Established or identify of goods service or admission and tabulate total payment required using electronic or cash register optical price scanner or equipment.
* Receive and payment by cash or cheque or credit cards or automatically debit.
* Calculate payment received at end of the work shift and reconcile with the total sale.
  + - Operate the accounting software system
    - Control safety deposit locker
    - Records guest settlements in a computerized cashiering system.
    - Maintain cash book for shift transactions
    - Settle guest accounts by accepting cash, credit card, travellers’ cheq
    - Balance the cash and close the shift
    - Make sure there is internal control maintained over all the transactions
    - Prepare reports as specified by the management
    - Counts money to verify amounts and issues receipts for funds received.
    - Compares totals on cash register with amount of currency in register to verify balances.
    - Prepares bank deposit slips.
    - Disburses cash and writes vouchers and checks in payment of company expenditures.
    - Be familiar with all menus pricing at all outlets so as to ensure all F&B charges are correctly charged
    - And amount collected as per the bill.
    - Establish Effective Employee relations, maintains the highest level of professionalism, ethic and
    - Attitude towards all hotels guest, clients, head of department and employees.

**Presently working in Relience supermarket as Supervisor cum Cashier from February 2018 to March 2019.**

**Responsibilities:**  
Greet customers  
  
Present menu and provide detailed information when asked ( about portions, ingredients or potential food allergies)  
  
  
Up-sell additional products when appropriate  
  
Take accurate food and drinks orders, using a POS ordering software  
  
Communicate order details to the Kitchen Staff.

Daily update the DSR .Daily sales report to the owner .by online sale , by Akeed and talabat , etc.

1. **Worked in Choice supermarket in Oman as as Cashier from December 2017 to January 2018.**

**Worked in Qatar as Sr, Cashier cum Sales Supervisor in Safari Supermarket from June 2016 to August 2017.**

Handle all customer payment and credit transactions.

* Responsible for the daily balancing and reconciling of cash office account/s.
* Handle daily bank deposits.
* Assist the Office Manager and/or General Manager with various cl erical duties as needed.
* Attend meetings and trainings as scheduled.
* Perform basic administrative and other duties as assigned.
* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* computers in order to record transactions and issue computer-generated receipts.
* Count currency, coins, and checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.

Maintain the appearance of the showroom & workanalysing the previous season's sales and reporting on the current season's lines  
making financial presentations to senior managers  
accompanying buyers on visits to manufacturers to appreciate production processes  
meeting with suppliers and managing the distribution of stock, by negotiating cost prices, ordering stock, agreeing timescales and delivery dates and completing the necessary paperwork  
identifying production and supply difficulties and dealing with any problems or delays as they arise  
managing, training and supervising junior staff.

**Employment Experience**  Worked as **GENRAL CASHIER** **Sales Supervisor** in **AL RASHED FOOD COMPANY (FMGC) IN DUBA-U.A.E** from 8th January -2014 to Aug-2016.

* Responsible for the overall sales strategy of assigned area and routes.
* Monitor daily activities of salesman and follow up on sales progress and accomplishments.
* Conduct regular meetings with the Sales Manager for feedback on status of sales.
* Check expired goods, cash shortages on daily basis and ensures payments collection.
* Establish and maintain good contact with all customers and maintain updated Customer details of the assigned area.
* Travel with the sales team regularly, provide backup to the team whenever necessary. Ensure physical involvement in operation of route when staff shortages arise.
* Generate daily and monthly status reports regarding the overall sales achievements and also competitor activities.
* Coordinate and implement sales targets set by the department head, prepare sales statistics and related forecasts.
* Ensure proper implementation of sales campaigns / promotional activities.
* Ensure proper implementation of company policy on financial and sales related matters. Handle all customer payment and credit transactions.
* Responsible for the daily balancing and reconciling of cash office account/s.
* Handle daily bank deposits.
* Assist the Office Manager and/or General Manager with various clerical duties as needed.
* Attend meetings and trainings as scheduled.
* Perform basic administrative and other duties as assigned.
* Maintain the appearance of the warehouse & work.
* Approach and assist customers in the shop
* Maintain cleanliness of the shop
* Arrange merchandise according to display guidelines
* Replenish empty shelves
* Process payments and operate Electronic Cash Registers
* Maintain existing accounts and generate more sales through these accounts
* Surveying market & Identifying potential customers in the assigned area
* Placing Orders and Achieving defined sales targets
* Providing Annual targets to the customer and increasing sales volume
* Reporting to the Area Manager and submitting DSR on weekly and daily basis
* Collecting payments from customers on a timely manner**.**

**EmploymentExperience:**

### Company: DYNCORP INTERNATIONAL, AFGNISTAN

**Designation: MATERIAL CONTROL SPECIALIST**

**Tenure: MARCH 2010 to DECEMBER 2013**

### Material receiving, checking proper NSN, Nomenclature, inventory and produce the receipt using DYNMRO.

### Unload, unpack, visually inspects, counts and stores incoming supplies.

* Maintains the stocks and update inventory control.
* Monitor the levels of supplies on hand and anticipate future needs for reordering.
* Execute monthly location audits and or cycle counts to ensure system accuracy in DYNMRO system.
* Cross train on key office tasks related to material receiving and product shipping, Issuing, documentation, material allocations, packaging specifications and shipping.
* Perform duties of Materials Control Supervisor or Inventory Control Specialist.
* Runs reports and verifies materials are allocated in FIFO.
* Perform all other related duties as assigned.

**Company:**  **CSA Ltd. Camp Arifjan, Kuwait. (Afghanistan)**

**Designation: MATERIAL CONTROL SPECIALIST**

**Tenure 03-August-2009 to 12-July-2010**

### Material receiving, checking proper NSN, Nomenclature, inventory and produce the receipt using DYNMRO.

### Unload, unpack, visually inspects, counts and stores incoming supplies.

* Maintains the stocks and update inventory control.
* Monitor the levels of supplies on hand and anticipate future needs for reordering
* Provide customer assistance to the entire army unit & avoid delay in processing the turn-in issues and maintaining of records with the aid of automated system (SARSS-1).
* Process receipts and Issue of various supply items to the Army unit.
* Assisting stock controller to inventories and location survey.
* Using FEDLOG system to find characteristic of item for processing on SARSS system.
* Making bin labels for warehouse locations and arranging the items on the locations.
* Turn in and issue of items, details updating, system processing.
* Keep a track reference file of MSDSsheets of the Hazardous materials.
* Checking the manufacturing &expiry date of Shelf life items such as paints, adhesive etc.
* Filing documents in ARIMSfiling system
* Maintaining Document Register.
* Assist in electronic and manual filing of receipts.
* Maintaining and handling Signature Cards (DA Form 1687)
* Checking the NSN, quantity and condition code of the item
* Making Issue list and shipping list with PDCD and manual
* Sorting the materials according to the DODAAC.

**Abu Dhabi National Hotel &Compass Group**

* **Worked in Amigo Supermarket Jan 2007–June 2009as Head Cashier cum Store In charge in Dubai.**

**Major responsibilities:**

* Responsible for the overall sales strategy of assigned area and routes.
* Monitor daily activities of salesman and follow up on sales progress and accomplishments.
* Conduct regular meetings with the Sales Manager for feedback on status of sales.
* Check expired goods, cash shortages on daily basis and ensures payments collection.
* Establish and maintain good contact with all customers and maintain updated Customer details of the assigned area.
* Travel with the sales team regularly, provide backup to the team whenever necessary. Ensure physical involvement in operation of route when staff shortages arise.
* Generate daily and monthly status reports regarding the overall sales achievements and also competitor activities.
* Co ordinate and implement sales targets set by the department head, prepare sales statistics and related forecasts.
* Ensure proper implementation of sales campaigns / promotional activities.

Ensure proper implementation of company policy on financial and sales related matters. Handle all customer payment and credit transactions

* Worked in I.C.G front software system.
* Greet the entire customer promptly and courteously as they enter the store.
* Find out the specific needs of each customer that enters the store.
* Give accurate and current information about the product for all inquiries.
* Assisting storekeeper day by day receiving item.
* Keep record of daily sale and assist prepare inventory of stock.
* Maintain a positive and cheerful attitude and cooperate with team work.
* Check stock daily to ensure that all products are adequately stocked and available for customer.
* Sell products available in DDF shops
* Approach and assist customers in the shop
* Maintain cleanliness of the shop
* Arrange merchandise according to display guidelines
* Replenish empty shelves
* Process payments and operate Electronic Cash Registers.
* Completes store operational requirements by scheduling and assigning employees; following up on work results.
* Maintains store staff by recruiting, selecting, orienting, and training employees.
* Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
* Ensures availability of merchandise and services by approving contracts; maintaining inventories.
* Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.

**Store Incharge Major responsibilities:**

* The store is kept clean
* Shelves and racks are properly stocked and products do not fall off the shelves.
* Mannequins are kept at the right place to attract the customers into the store and rotated frequently.
* The merchandise should be according to the season as well as the latest trends.
* The store is well lit, ventilated and offers a positive ambience to the customers.
* The signage displaying the name and logo of the store is installed at the right place and viewable to all.

**I worked as Sales Associate executive in Retails Home Appliances Division Bandra Globus Mall Mumbai- (India) From October 2003 to July 2004.**

**Major responsibilities:**

* Displaying enthusiasm & providing superior customer service
* Understanding customer needs and queries about products, prices and services
* Advising customers on product ranges best suited to their needs
* Achieving the sales target and focus on increasing sales by using advanced sales techniques
* Focusing on up selling/ cross selling
* Maintaining customer relationships in order to build long term brand loyalty
* Handling new launches, promotion of products and visual merchandising
* Ensuring stock replenishment at all times
* Maintaining general cleanliness, hygiene standards and visual displays
* Implementing CRM at the store level and providing relevant feedback
* Coordinating with customer care centre for after sales service
* Generating daily sales report
* Following all company procedures in ordering, cash handling and other common practices

**December 2000 to September 2005 in shopper Stop (Jashmall Group) Harmony Distribution PVT Ltd...**

**Worked as a Supervisor cum Assistant Manager for CK (Kelvin Klein Perfumes) and Parkers Pen in Shopper Stop supermarket. (India).**

**Major Responsibilities:**

* Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training.
* Evaluates competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise.
* Purchases inventory by researching emerging products; anticipating buyer interest; negotiating volume price breaks; placing and expediting orders; verifying receipt.
* Attracts customers by originating display ideas; following display suggestions or schedules; constructing or assembling prefabricated display properties; producing merchandise displays in windows and showcases, and on sales floor.
* Promotes sales by demonstrating merchandise and products to customers.
* Helps customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.
* Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and service suggestions.
* Maintains a safe and clean store environment by developing and publishing evacuation routes; determining and documenting locations of potentially dangerous materials and chemicals.
* Maintains inventory by checking merchandise to determine inventory levels; anticipating customer demand.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* **I worked in Ajmal Perfume in Saudi jeddah as Counter sales in Retail Dept 2006.**

* -Greet customer on sales floor and determines product, type, and quality of product desired
* Apply theory and related knowledge to present, explain, demonstrate, and sell
* Listen to and resolve all customer service complaints.
* Ensure that all product features are displayed on a product.
* Demonstrate products; suggest selections that meet customer’s requirements.
* Explain product features, characteristics and quality of the selected product.
* Illustrate the similarities and differences between comparable products and explain how these affect the price of the products.
* Produce sales invoice.
* Pay attention to the displayed products; ensure that they are displayed in an appropriate way.
* Maintain the cleanliness of the products.
* Wrap or bags product for customer. Place new product on display.
* Set up advertising displays or arranges product on counters or tables to promote sales.
* Collect or picks up empty containers or rejected or unsold product.
* Ensure that customer is satisfied in all aspects.

**About Oud discription: -** The benefits that are involved with Oud are vast, ranging from psychoactive and spiritual, to therapeutic and medicinal. Keep in mind that the information we share below is only for your general information and is *not* to be relied for diagnostic and treatment purposes.

* Agarwood calms the body, removes destructive and negative energies, provides enhanced awareness, reduces fear, invokes a feeling of vigour and harmony, and enhances mental functionality
* Oud eases neurotic and obsessive behavior and helps create harmony and balance in your home
* Agarwood is highly psychoactive
* Oud is highly effective for meditation, enlightenment, bringing deep tranquility and relaxation.
* Agarwood is suggested by proficient masters for giving inspiration and the imperative affection for meditation
* Oud is said to bring connection with the transcendent, stimulating the psyche, human body and consciousness. It is said that prayers rise with the scented smoke of agarwood incense and carry the prayer to the Creator. The angels are attracted to the scent and Oud smoke. That is why Muslims love to burn Oud wood and fumigate their houses on Thursday nights, the holiest of the weeknights to them.
* Buddhists deploy agarwood for transmutation of ignorance. Tibetan monks utilize it to convey energy to wind down the mind and spirit. The Sufis and Japanese shamans use agarwood oil in their esoteric rites.
* Oud helps to improve mental clarity, opens the third eye and all of the upper chakras while calming the whole entire spiritual system.
* Medically, agarwood is a tonic, aphrodisiac, diuretic, relieves epilepsy, antimicrobial, carminative, anti-asthmatic.
* Oud is used in nervous disorders, digestive, bronchial complaints, smallpox, rheumatism, illness during and after childbirth, spasms in the digestive and respiratory systems, fevers, abdominal pain, asthma, cancer, colic, diarrhea, nausea, regurgitation, weakness in the elderly, shortness of breath, chills, general pains and cirrhosis of the liver. It also acts as a director or focuser for other medicines. It has been used as a treatment for lung and stomach tumors.

**15th Doha Asian Games 2006 Compass Catering LLC Worked as a H. R .Support Staff.**

**Major responsibilities:**

* Allocation staff as per shift marshaling and time keeping and makes sure that right person work right place at right time.
* Performs others administrative duties related to Human Resource including promotion contractual salary issue etc.
* Filling all accounts details check out forms solve out employees complaints and keep them in record.
* Distribution contract papers to all employees and pick up the passport from them.
* HR Administrative support offering versatile office management skills and proficiency in Microsoft Office programs.
* Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.
* Able to juggle multiple priorities and meet tight deadlines.
* **Skill sets**:
* Optimistic
* Problem solver
* Multi tasked
* Knowledge in HR activities
* Self confidence

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##### Passport Details: ECNR

Date of Expiry: 21-April-2023

Place of Issue: Mumbai (Maharashtra)

NATIONALITY: INDIAN

**Education: B.COMPASSED IN 1997 FROM MUMBAI UNIVERSITY.**

**Amin**