

**KHALID**

Dubai U.A.E

Mobile # C/o 971505891826

**Khalid.323909@2freemail.com**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Career Objective**

 To secure a challenging position within a progressive company as per my qualification and experience in suitable field that can bring out my inherent abilities and contribute to the growth of my firm.

 **Current Job:**

Organization : GOLDEN CITY L.L.C Dubai U.A.E

Designation : Sales Executive Cum Cashier

Duration : Seven years. (2008-2016)

Experience : Work experience in five star hotel (The Cove of Rotana,

 Le Meridian, Anantara, Atlantis, Palm Jumeirah Dubai)

 1. Activities Involved

* In charge of the gallery shop.
* Handling the process of sales related matter (|Cash /Card transaction)
* Give necessary instructions to the staff.
* Handling Stock level in Shop and arranging it in a systematic manner.
* Maintain inventory book / Monthly shop order
* Processing all online card transaction.
* Answer customer’s queries and provide necessary information on Return & Exchange procedures and policies accordingly.

From 2003 to 2008 – worked as Sales representative in India

**Educational Qualification**

Matriculation (S.L.C.) from Bihar Board Patna in 1999

Secondary (10+2) from Bihar Board Patna in 2001

**Computer Skills**

* One year certificate course in computer Application.
* Skilled in using computer for general purpose
* Good knowledge in MS Office
* Conversant with working on internet

**Communicative Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speaking | Reading | Writing |
| English | Good | Good | Good |
| Urdu | Good | Good | Good |
| Hindi | Good | Good | Good |

**Personal Information**

|  |  |
| --- | --- |
| Gender | Male |
| Religion  | Islam |
| Age | 33 |
| Date of Birth | 20/04/1983 |
| Nationality  | Indian |
| Place of Issue  | Patna  |
| Visa status | Employment |
| Visa Expiry | One month notice. |

**Target Company**

 Description: a progressive company which has the best of standards in offering new and creative challenges and providing a platform for the further blossoming of my career.

Khalid