**RESUME**

 

Fazil

**E-mail:** fazil-393505@2freemail.com

**OBJECTIVE**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment where my skills would be put to maximum utility.

**Professional Experience:**

Worked as a Salesman (Kampala – Uganda)

from June 2009 to October 2010

Worked as a Storekeeper and part of Administration in (Kampala-Uganda)

from October 2010 to April 2013

Worked as a Cashier in **Peter England Showroom** (Nagercoil- India).

from October 2013 to 2015 March

Worked as a Sales cum Store Keeper from 2017 November to till date

**Rolls and Responsibilities:**

**Store Keeper:**

* Responsible for maintaining a record of all receipts of various items ordered and also of items delivered from the store.
* Organising the store and items in such a way that they are protected from damage due to dust, water, explosions,theft etc.
* Performed general office and administrative responsibilities.
* Maintain an effective working relationship with all staff.
* Keeping a knowledge to work out the requirements of items from time to time and ensure that the purchase debt.
* Places the order in time so that no stock out position is faced.
* Coordinator between the production and accounts departments in respect of store items.
* Taking a review of non-moving and slow-moving items and take steps to dispose of these items.
* Approving the bill from the suppliers and approves for payment from the accounts department
* Safe guarding all inventories at inwards and outwards.
* Keeping proper records with accountability.
* Maintain a record for all the transactions.
* Have a Knowledge of the stocks available in the store.

**Cashier:**

* The first duty of cashier is to greet the customers entering into organization,
* Handling all the cash transaction of an organization,
* Receive payment by cash, cheques, credit card etc,
* Checking daily cash accounts,
* Guiding and solving queries of customer,
* Providing training and assistance to new joined cashier,
* Maintaining monthly, weekly and daily report of transactions.

**Academic Record:**

Course Title : **S.S.L.C**

Year of Completion : March 2006.

Institution : S L B Govt Higher Sec School, Nagercoil, Tamilnadu

Board : Tamil Nadu State Board, Tamil Nadu, India.

**Skills:**

* Good Computer Skills
* Strong in MS office
* Good Communication Skills
* Book Keeping and Reporting
* Ability to understand the tasks/project relevant
* Ability to work under pressure
* Honest and Truth

**Personal Profile:**

Date of Birth : 14th Aug 1989.

Nationality : Indian

Visa Status : Visit, Transferable

Languages Known : English &Tamil

 I declare that the above given details are correct and best of my knowledge.

Yours Faithfully,

***Fazil****.*