

*Curriculum Vitae*

**Khaleel**

**Email Address:** [**khaleel-394128@2freemail.com**](mailto:khaleel-394128@2freemail.com)

# Professional Summary:

Highly organized and self-motivated professional with over 7+ years of experience in Retail Sales with strong work ethics

Skilled in:

* Communication Customer service
* Inventory management Loss prevention
* Handling Cash Register Self-management
* Computer proficiency Problem solving

# Professional strength:

* Good Communication skills in English with manageable Arabic
* Feel responsibility to work in high pressure on a result oriented tasks within strict period
* To be dedicated towards my assignments and to deliver commitment expected out of me

# Academic & Technical Qualification:

|  |  |  |
| --- | --- | --- |
| **Subject/Specialization** | **College/University** | **Year of Passing** |
| Bachelors of Science  (Biotechnology | Osmania University,TS,India | 2009 |
| Advance Diploma in  Computer Application | CAP Foundation | 2007 |

**UAE Experience:**

* Worked as **Sales Associate/Cashier** in Ajman, UAE
* Worked as a **Store Manager/Cashier** in Hyderabad, Telangana, India
* Worked as a **Salesman** in Nizamabad, Telangana, India

# (June 2013 - Oct 2016):

Worked as **Sales Associate/Cashier** where my responsibilities included:

* Greeting and guiding the customers
* Maintaining product displays including those required for periodic sales events
* Managing stock transfer requests to the other outlets
* Managing requests for ordering new stock
* Managing inventory
* Develops collaborative team relationship with Store Management & other store team members
* Providing regular feedback to the management about customer demands & market trend

# Cashier

* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Receive payment by cash, cheque, credit cards, vouchers or automatic debits.
* Issue receipts, refunds, credits, or change due to customers. Generating end of day report
* Scans items, provides change, balances drawer and processes card transactions
* Managing daily cash collections & logs

# Work experience in India

**Fashions Boutique (Jan 2017 - Feb 2019):**

Worked as **Store Manager cum** Cashier where my responsibilities included:

* Responsible for the day to day operations of boutique from opening to closing
* Welcoming customers on their arrival by smiling and guiding them on required services
* Escorting them to the concern racks and counters
* Responsible for receiving money in the form of cash, credit card and payment wallets in exchange of services and goods.
* Scans items, provides change, balances drawer and processes card transactions
* Count money in cash drawers at the opening and closing of store
* Ensure that amounts are correct and that there is adequate change.
* Handling customer queries

# (Jan 2010 to Dec 2012):

Worked as **Salesman** where my responsibilities included:

* Welcomes customers by greeting them and offering them assistance
* Directs customers by escorting them to racks and counters
* Offering suggestions and opinions to make them buy
* Answering phone calls & doing clerical work
* Performing inventory control & merchandising
* Notifying owner when the stock is low
* Handling Cash transactions
* Developing customer relationship by providing quick & efficient service
* Handling customer complaints and inquiries

# Personal:

Date of Birth 15th June, 1988

Gender Male

Marital status Single

Nationality Indian

Visa Status Visit Visa

I hereby declare that above details mentioned are true to the best of my knowledge

**Date: Signature**