



ABDUL ARSHAD

SUMMARY

Looking forward to pursue a challenging role with an organization that offers a dynamic work environment and growth opportunities that will help me to enhance my skills and knowledge while adding value to the organization process.

EDUCATION QUALIFICATION

- ✚ **BACHELOR OF BUSINESS ADMINISTRATION- DR. CV RAMAN UNIVERSITY**
- ✚ **DIPLOMA IN AIRLINE GROUND HANDLING MANAGEMENT- NATIONAL CENTER FOR LABOUR AND LEARNING**
- ✚ **PLUS TWO- KERALA BOARD OF HIGHER SECONDARY EXAMINATION**
- ✚ **SSLC- KERALA BOARD OF EXAMINATION**

WORK EXPERIENCE

- ✚ **1 YEARS SALES ACCOUNTANT, PARAPPA ENTERPRISES KASARAGOD KERALA, INDIA**

- ✚ **3 YEARS BILLING AND CUSTOMER SERVICE, TICKET NEW KASARAGOD KERALA, INDIA**

Duties and Responsibilities

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- Enters price changes by referring to price sheets and special sale bulletins.
- Discounts purchases by redeeming coupons.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.

DECLARATION

I hereby solemnly declare that all statements made above are true and correct to the best of my knowledge and belief. I Promise to render satisfactory services with loyalty and devotion, if I appointed in your esteemed organizations.

Info:

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Kerala, India 671316

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Personal Data:

Date of Birth : 04/03/1996

Sex : Male

Marital Status : Single

Languages : English,
Hindi,
Malayalam,
Tamil,
Arabic(R/W),

Passport No : N9223700

Date of Expiry : 10/04/2026

Skills

**Serve Customers, Customer assistance,
Relationship building**

**An person with highly motivated and
leadership skills**

**Eager to learn new technologies and
methodologies.**

**Good team player and skilled at multi
taking.**