

ARFAT AJMUDDIN SHIRSHIKAR



CONTACT

📍 AT POST:- WARAVATNE
TALUKA:- MHASLA
DISTRICT:- RAIGAD
STATE:- MAHARASHTRA
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PERSONAL DETAILS

Date of Birth : 05/12/2002
Marital Status : SINGLE
Nationality : INDIAN
Gender : MALE

SKILLS

Computer Operating Knowledge
Good Typing Skills
Problem Solving
Decision-Making
Time Management
Positive Attitude
Data Entry Skills
Quick Learner
Active Listening
Good Accounting Knowledge

LANGUAGES

ENGLISH And HINDI

OBJECTIVE

I Am Looking For a Challenging Job With Rapidly Growing Organization That Can Provide Me With a Range Of Goals and Job objectives With a Contemporary and Economical Business Setting, I Seek Challenging Opportunities Where I Can Fully Use My Skills For The Success Of The Organization.

EXPERIENCE

●NAKODA ENTERPRISES

MAY-2022 - JULY-2023

■SALES ASSISTANT

As a Sales Assistant My Main Responsibility is Locate a Product For Customer,Place Order,Customer Service,Cash-handling,Process Transactions,and Keep The Sales Floor Organized and Well Stock. Responsible For 100% Accuracy In The All Aspect Of My Position,Responsible Daily Reporting,Created and Maintained Customer Logs and Book-keeping Spreadsheets. Managing Financial Transactions,Including Deposits and Loan Payments, Verifying Cash, Cashing Checks Within Limits, and Obtaining Authorizations.

●NOBLE MEGA MARKET

AUGUST-2023 - AUGUST-2024

■CASHIER

As a Cashier My Main Responsibility is Collects Payments by Accepting Cash,Billing,Check,Charge Payments From Customers and Makes Change For Cash Customers,Cash-handling,Ringing Up Sales,Invoicing,Verify Product and Balances Cash Drawer By Counting Cash At Beginning and End Of Work Shift.

EDUCATION

BACHELOR OF COMMERCE [BCOM]

2023

VASANTRAO NAIK COLLEGE [MUMBAI UNIVERSITY]

HIGHER SECONDARY EDUCATION[HSC]

2020

DR.A.R.UNDRE ENGLISH HIGH SCHOOL

ICSE

2018

DR.A.R.UNDRE ENGLISH HIGH SCHOOL

ADDITIONAL CERTIFICATES

TALLY ERP9 WITH GST

MAHARASHTRA STATE CERTIFICATE OF INFORMATION TECHNOLOGY (MS-CIT)

ADVANCE EXCEL

MICRO-FINANCE EXECUTIVE

ACCOUNT-EXECUTIVE

PASSPORT DETAILS

PASSPORT NUMBER :- V9791028

DATE OF ISSUE :- 11/04/2022

DATE OF EXPIRY :- 10/04/2032

DECLARATION

I Hearby Declare That All The Information Provide Above is The Best and Correct Into My Knowledge Arfat Ajmuddin Shirshikar.