

# MUHAMMATH ARIF A M

## WORK EXPERIENCE

### 1. Worked as a "Office Staff Come ACCOUNTANT" in National Matric Higher Secondary School, Tiruvannamalai TAMILNADU 2022

#### Duties and Responsibilities

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data. Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records. Performing audits and resolving discrepancies.

### 2. Worked as a "STORE KEEPER COME CASHIER" in Helal Al B Grocery LLC

Al Barsha 1, DUBAI UAE from 01/05/2022 to 11/11/2023

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations. Operating scanners, scales, cash registers, and other electronics. Balancing the cash register and generating reports for credit and debit sales. Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints. Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.

### 3. Working As Sales Executive in Joyalukkas India Ltd at Chennai

- Customer handling.
- Selling Gold, Diamond, Silver and Schemes.
- Field work for business growth.

## EDUCATION

- DR VGN MATRIC HR SEC SCHOOL 10th Standard (2015)
- DR VGN MATRIC HR SEC SCHOOL 12th Standard (2017)
- SHANMUGA INDUSTRIES ARTS & SCIENCE COLLEGE B. COM (2020)

## SKILLS SUMMARY

- Point-of-sale systems.
- Effective communication.
- Active listening.
- Positive language.
- Problem-solving.
- Good Customer service
- Time management
- Team work
- Attention to details



## SUMMARY

I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am able to take instructions from all levels and build up good working relationship with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

## CONTACT

ADDRESS Tiruvannamalai

Currently at Chennai

PHONE

+91 99947 97975

EMAIL

muhammatharif0914@gmail.com

## PERSONAL DETAILS

Date of Birth : 14/05/2000

Gender : Male

Nationality : Indian

Civil Status : Single

Passport no : V1426276

Hobbies : Traveling

Movies

Gaming

## LANGUAGE

English - Good

Tamil - Fluent

Hindi - Fluent