



**Contact information:**

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**Personal Information:**

Date of Birth: 30.12.1996

Nationality: Indian

Language Known:

English, and Malayalam

Passport Number: T4236740

**Permanent Address:**

Pllithaya house,  
Puthuppanam ,Kozhikode  
Kerala, India.

**CAREER OBJECTIVE:**

*To associate with your reputed organisation, where I get opportunities to share, contribute and upgrade my knowledge which would be crucial for self-development in the field of Finance.*

**PROFILE:**

*Performance-driven, Hardworking and enthusiastic Degree and Diploma in financial accounting*

**ACADEMIC CREDENTIALS:**

- ❖ Bachelor of Commerce
- ❖ Diploma in financial accounting
- ❖ Plus, two

**TECHNICAL QUALIFICATION**

- ❖ MS office, QuickBooks. tally
- ❖ Global business foundation skill

**PERSONAL ABILITIES AND SKILLS:**

- ❖ Strongly committed to assigned work.
- ❖ Good communication skills.
- ❖ Comprehensive problem solving activity.
- ❖ Positive thinking, good centered behavior.
- ❖ Willingness to learn, and hard work.
- ❖ Presentation skill

**COMPUTER PROFIENCY**

- ◆ Software: Microsoft Office, Tally, Peachtree, Quick books
- ◆ Windows 7, Windows 10,

## **PROFESSIONAL WORK EXPERIENCE:**

**Period** : **MARCH 2019 to DECEMBER 2022**  
**Employer** : **GALAXY HYPERMARKET**  
**Position** : **Supervisor & cashier**

### **Duties;**

- Making sure customers are looked after, check-outs are running smoothly and stock is always on the shelves.
- Providing cover in the Store Manager's or Assistant Store Managers absence.
- Supporting the management team in all sales and operational activities.
- Seeking out every opportunity to improve service standards, meet and exceed sales targets and develop your client relationships.
- Helping to build relationships with customers.
- Providing expert advice and knowledge on products, and ensuring customers find the items they are looking for.
- Ensuring all staff maintain the highest standards possible.
- Maintaining the security of the shop premises, stock and all shop monies.
- Completing and submitting all necessary store paperwork to the relevant people.
- Ensuring that the store is ready for customers.
- Determining items and quantities of stock to be purchased.
- Making sure the store operation is perfect every day, with smooth processes and high standards.
- Taking part in store launches when required.
- Providing great service to loyal customers.
- Operated a checkout lane and associated retail equipment, including scale, barcode scanner, belt, and cash register.
- Performed all checkout procedures quickly and accurately each time, while also promoting the store credit card to customers.

## **KEY SKILLS AND COMPETENCIES**

### **Professional**

- Maintaining administrative records, preparing reports, and composing correspondence relative to the role.
- Delivering excellence in customer service.
- A proven leader who can motivate and coach.
- Allocating duties to individual members of staff.
- Ability to maintain work schedules and uphold work standards.
- Identifying staff development and training needs and then ensuring that training is obtained.
- Attending meetings with vendors and suppliers and negotiating prices.
- Knowledge of the occupational hazards and safety precautions applicable to the work.

### **Personal-**

- Superb memory and able to get to know regular customers well.
- Flexible by nature and able to work in a changing environment.
- Not afraid to accept responsibility.
- Can be a role model for colleagues.
- Always willing to help out work colleagues.

## **AREAS OF EXPERTISE-**

Driving sales  
Housekeeping  
Cleanliness  
Merchandising  
Customer service  
Paperwork  
Team leading  
Decision making  
Merchandising  
People management  
Time management  
Achieving targets  
Maximizing sales  
Product knowledge

## **REFERENCES**

Available on request

## ***SELF —DECLARATION***

*I hereby declare that the information stated above is true and correct to the best of my knowledge and belief*

***Place: DUBAI, UAE***

***ABDUL SALAM. KN***