

CURRICULUM VITAE

Abdul Karim Abdul Hamid Kaldane.

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CAREER OBJECTIVE

To achieve a challenging and responsible job position with a fast paced organization where my professional experience will have important application and deployment of my career opportunity for development of organization.

WORK EXPERIENCE

- ❖ **Company Name** : Al Adil Company, Dubai
Designation : Cashier cum Multitasking Staff
Period : February 2021 to February 2023.

Job Duties & Responsibilities:

- ✓ Provides a positive customer experience with fair, friendly, and courteous service.
- ✓ Registers sales on a cash register by scanning items, itemizing and totalling 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.
- ✓ Balances cash drawer by counting cash at beginning and end of work shift.
- ✓ Provides pricing information by answering questions.
- ✓ Maintains checkout operations by following policies and procedures and reporting needed changes.
- ✓ Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- ✓ Contributes to team effort by accomplishing related results as needed.

TECHNICAL QUALIFICATION

- Completed **Maharashtra State Certificate Course in Information Technology (MS-CIT)** from **Microcat Computers, Chiplun (Maharashtra State Board of Technical Education)** in **July 2011** with **A Grade**.
- MS-OFFICE (Word, Advanced Excel, PowerPoint)
- Basic Computer Knowledge.

EDUCATIONAL QUALIFICATION

Examination	Board / University	Year	Per./CGPA
S.S.C.	Kolhapur Board	Feb 2010	54.73%

BEHAVIOUR STRENGTH

- ✓ Flexible, Adaptable as per situation and quick learner.
- ✓ Hard working and team player, working under pressure.
- ✓ Keen to learn, confident to shoulder new responsibilities, positive attitude.

PASSPORT DETAILS

- ❖ **Passport No.** : **M3987589**
- ❖ **Date of issue** : **01/12/2014**
- ❖ **Date of Expiry** : **30/11/2024**
- ❖ **Place of Issue** : **Mumbai**

TESTIMONIALS

- ✓ Qualification Certificates
- ✓ Experience Certificates

PERSONAL DETAILS

- Name : Abdul Karim Abdul Hamid Kaldane.
- Fathers Name : Abdul Hamid Abdul karim Kaldane.
- Date of Birth : 11th October 1990
- Place of Birth : Navase, Maharashtra
- Marital Status : Single
- Religion : Muslim
- Nationality : Indian
- Language Known : English, Hindi, Urdu & Marathi
- Gender : Male
- Hobbies : Reading & Travelling.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Abdul Karim Abdul Hamid Kaldane