



SHIBU MIDLAJ

Nationality: Indian **Date of birth:** 13/10/1996 **Gender:** Male

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Home: VAIDYAR HOUSE -AMBALAKKADAVU POST KALIKAVU, Kerala (India)

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

sales clerk cam Cashier

Tawazun gulf plastic factory [07/11/2023 – Current]

City: jeddah

Country: Saudi Arabia

- 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 proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Assist customers in locating products by going through the inventory
- Call other store locations to find items that are not available in the store based on customer requests
- Suggest new items to customers based on their selections
- Enter sales data and customer data into the company database
- Keep records of special orders

Store Assistant

hello faizi delivery services [07/2022 – 08/2023]

City: Doha

Country: Qatar

- Provide assistance to the store manager in his day-to-day tasks.
- Greet and welcome customers to the store in a pleasant manner.
- Assist store staff in displaying products in an easy-to-locate manner.
- Assist and help customers in locating their items of purchase.
- Inspect items and products for any breakages or damages.
- Assist stores staff in managing inventory controls.
- Maintain the store area neat and clean and sanitized.
- Handle safely and delicately the items and products in a store.
- Cartwheel and haul customers' purchases up to the exit point.
- Implement best standards in providing customer services in a store setting

EDUCATION AND TRAINING

Bachelor of degree in social science

UNIVERSITY OF CALICUT [2016 – 2019]

City: Kerala

Country: India

Field(s) of study: Social sciences, journalism and information

Higher secondary school certificate

BOARD OF HIGHER SECONDARY EDUCATION GOVERNMENT OF KERALA -INDIA [2014 – 2015]

City: Kerala

Country: India

Field(s) of study: Arts and humanities

Secondary school certificate

Government of Kerala [2012 – 2013]

City: Kerala

Country: India

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Arabic

LISTENING B1 READING B1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Powerpoint / Zoom / Power Point / Social Media

MANAGEMENT AND LEADERSHIP SKILLS

Strong decision-making skills

Communication skills

Time management skills

Good problem-solving skills

Customer Service oriented

Ability to deal with multi cultural organisaion

Ability to work calmly under pressure
