



Saif Alam

Date of birth: 01/02/1998

Nationality: Indian

Gender: Male

CONTACT

IRAQUIYANA,
SHAHGANJ, DISTT- JAUNPUR,
District- Jaunpur
223101 SHAHGANJ, India
(Home)

saifalam1400@gmail.com

(+91) 8948209967

8948209967 (WhatsApp)

ABOUT ME

Hi I am Saif Alam From Uttar Pradesh (India). I have Completed Bachelor of Commerce From Veer Bahadur Singh Purvanchal University in 2019 and also Completed Advanced Diploma in Computer Application & Tally in 2017. I am Flexible, Reliable and Possess Excellent Time Keeping Skills. I am an Enthusiastic, Self-Motivated, Reliable, Responsible and Hard Working Person.

WORK EXPERIENCE

01/11/2019 – CURRENT Shahganj, India

Cashier Saif and Brother Traders

1. Updated product labelling and pricing to reflect discounts and offers
2. Assisted customers with product selection and sales, recommending items to increase transaction value.
3. Operated cash registers with accuracy and processed cash and card transactions.
4. Completed purchases with cash, credit and debit payment methods, providing customer receipts for reference.
5. Received and processed product returns.
6. Guided customers to locate products or alternative items.
7. Completed opening and closing duties in line with established schedule.
8. Listened closely to instructions, carrying out fast-paced picking and packing in line with targets.

Business or Sector Accommodation and food service activities

EDUCATION AND TRAINING

05/06/2017 – 21/05/2019 Jaunpur, India

Bachelor Of Commerce Veer Bahadur Singh Purvanchal University

Website <https://www.vbspu.ac.in/>

01/03/2016 – 31/05/2017 Shahganj, India

Advanced Diploma in Computer Application Micro Computer Academy

LANGUAGE SKILLS

MOTHER TONGUE(S): Hindi

Other language(s):

English

Listening B1

Spoken production B1

Reading C2

Spoken interaction A2

Writing C2

Urdu

Listening C2

Reading A2

Writing A1

Spoken production B1

Spoken interaction B2

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

DIGITAL SKILLS

Microsoft Excel | Social Media | Instagram | Tally ERP 9.

ADDITIONAL INFORMATION

Driving Licence

- **Driving Licence: A2** 18/04/2022 – 31/01/2034
- **Driving Licence: A** 18/04/2022 – 31/01/2034
- **Driving Licence: B** 18/04/2022 – 31/01/2034
- **Driving Licence: BE** 18/04/2022 – 31/01/2034

Hobbies and interests

- **Outdoor Games**
 - **Travelling**
-