

CURRICULUM VITAE

**MOHAMAD
MURSLEEN
KHAN**



Contact- 9958148513

E-mail

mohdmursleenkhan@gmail.com

Passport-C3333084

Date of Expiry-02-10-2034

Permanent address

**Village-Kharharwa ,P.O.-Kolhui
bazar ,Dist. Maharaj ganj (U.P.)
273162**

Personal Data

Father' s Name :Mohd Mustaf Khan

Date of Birth :05th July 1989

Sex : Male

Nationality : Indian

Marital Status : Married

Interest

- Watching movies
- Playing volleyball

Objective

Energetic Customer Service with 8 years' experience in high-level assistant support roles. Organized and professional. Specializing in operational support. Committed to delivering high quality results with supervision.

Department Manager Cash: DJT Retailers Pvt Ltd (Deerika hypermart from Aug'2023 to Jun'2024)

Account & Finance Responsibility:-

- Sale Reconciliation(all tenders)
- E-com sale Reconciliation in SAP .
- Invoice create in SAP of B2B sales.
- Maintain accurate and up-to-date records of all credits Transaction and Payment Histories of B2B Sale.
- Proactively followup on due Amount.
- Reports any Payment discrepancies in System Transaction vs Physical to Management. And IT team.
- Prepare and maintain Financial records Including Invoices receipts and other financial documents.
- Operating Cash Registers and handling the Cash transaction accurately.
- Processing Return and Exchange.
- Manage Petty Cash, Float Cash & Sale Cash .
- Be Aware and Handle theft schemes such as fake currency credit card fraud, Price changes.
- Manintain of all files, records & registers for Audit.
- MIS reports.
- 100% Achievement in process Auditing

Floor Responsibility:-

- Lead Customer service Desk Team & Cashier Team
- Prepare Cashiers roster & schedule.
- New cashiers training.
- Answering the Customer Inquiries at store level & resolving complaints.
- Build good relation with customers.
- Lead cashiers for fast checkout & smooth billing with 100% accuracy & speed.
- Sale Derive from billing counter.
- Do the price override of liquidation articles.
- Offers & Pormotion Execution at Pos Area.and provide training to cashier about offers & Pormotion.
- Involve the Inventory check of all offer related which is diplayed at Pos Area.
- Following of company policies & Procedures.

Experience:-

Team leader Cash: DJT Retailers Pvt Ltd. (Deerika Hypermart , from Dec '2020 to March 2022) Location: Mall 51 , Sec 51 (Gurugram)

Experience:-

Cash Assistent - Shoppers Stop Ltd. (05 july 2013 to 06 March 2020)

Location - MGF Metropolitan Mall (Gurugram)

Others Store-Mac, Clinique, Estee lauder, bobbi brown,

(Ambiance Mall Gurugram)

1.Store Accounting Activities:

- Sales Reconciliation between system & physical documents, cash received
- Tender reconciliation with xstore-MMS. & physical tenders submitted.
- Manual bill -issue/ entry register updation.
- Gift cards inventory management
- Gift cards Sales Accounting & Reconciliation
- Petty cash maintenance & Disbursement for payment of associates & store expenses.
- Petty cash manual register updation & cash reconciliation
- Credit card & wallet batch settlement Report reconciliation
- Institutional Business (corporate) sale & payment followups.
- Debtors reports.
- Do the journal entry of cash & credit card in oracle.

2.Report Making Activities:

- Prepare MIS reports Daily, Weekly, Monthly, Quarterly .
- Daily Financial Accounting Reports.
- Prepare all gift card & gift voucher stock & sale report.
- Prepare Cash, Gift Voucher, Gift Card, Credit Card , Brand Voucher Certificate and send to finance & Account Department.

Education

Academic Qualifications:

- MBA from Sherwood college of management lucknow in 2012.
- B.com from DDU University Gorakhpur in 2010.
- Senior Secondary Examinations from UP Board Allahabad in 2007
- High School Examinations from UP Board Allahabad in 2005

Computer Skills

Computer training in MS Office.WORKING KNOWLEDGE OF:

- EXCEL,ORACLE, SAP,MMS

Key Skills

- Interpersonal skills.
- Can work effectively as a team, as well as an individual.
- Good organizing skills.
- Ambitious and Innovative.
- Good at understanding and Explaining.Customer Service Excellence
- Teambuilding/Training/Supervision

Declaration

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

DATE :

PLACE:

(Mohd Mursleen Khan)



03333084

पिता / कॉर्नरी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMAD MUSTAF KHAN

माता का नाम / Name of Mother

SUNDAR JAHAN

पति या पत्नी का नाम / Name of Spouse

TAMANNA

पता / Address

VILL H.N.110 KHARHARWA

POST KOLHUI,MAHARAJGANJ

PIN:273162,UTTAR PRADESH,INDIA

पुराने पासपोर्ट का न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

M7652689 19/03/2015 LUCKNOW

फाइल न. / File No.

LK1070133386624

