

OBJECTIVE

Seeking a challenging position in a progressive organization with an aim to grow for the benefits of organization and self motivation by utilizing my abilities, efficiency and my experience under supervisor my seniors.

PERSONALINFORMATION

Father's name: Muhammad Siddiq

Date of Birth: June 06 1982

Marital Status: Married
Religion: Islam
Nationality: Pakistani
Passport No: FB9959811
Visa status: Visit visa
Visa Dated: 2 Jan 2024 to

29 Feb 2024

SKILLS

- Microsoft office
- Basic IT Skills
- Persistence
- Hard working
- Adaptability

LANGUAGES

- English
- Urdu
- Hindi

HOBBIES

- Play Cricket
- Traveling
- Outdoor activity

MUHAMMAD NAEEM SIDDIQ CASHIER

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Cell: +971 56 217 3097 +92 319 036 6634

Address: International City Dubai, UAE

EDUCATION

GAHAZI FOUNDATION COLLEGE (2003)

Intermediate of Commerce (I.Com)

LITTLE FOLKS PARADISE SEC SCHOOL (2001)

Matriculation from Board of Secondary Education, Karachi

EXPERIENCE

Work as a **front desk officer** at **Trend Mobile**, Dec 2007 to Dec 2009

- Managing the reception area, greeting visitors
- Handling phone calls, providing information, managing appointments,
- Assisting with administrative tasks to ensure smooth day-to-day operations.

Work as an <u>Account Officer</u> at **Shaheen Academy**, Aug 2011 to Dec 2016

- Maintained accurate general ledgers, posting journal entries and reconciling account
- Managed budgets, tracking expenditures and ensuring adherence to financial plans.
- Execute month-end closing procedures, reconciling accounts and generating financial reports.
- Utilized accounting software proficiently, streamlining processes and enhancing accuracy.
- Manage student and staff records

Work as a <u>Cashier</u> on point of sale at <u>Diamond Super</u> <u>Market</u> Feb 2017 to May 2020

- Greet customers, handle inquiries, and provide assistance during checkout.
- Accurately process transactions, handle cash, and use the POS system efficiently.
- Collects payments by accepting cash, or charge payment from customer through cards and makes change for cash customers.
- Scan merchandise, bag items, and ensure proper handling of fragile or perishable goods.
- Ensure correct pricing and discounts by scanning items carefully and addressing discrepancies.
- Process returns and exchanges according to store policies, resolving any issues politely.

Work as a **Store & Inventory Manager** at **Global Export** June 2020 to Oct 2023

- Purchasing and replenishing an inventory is responsible for staying on top of stock control by ordering products at the right time
- Using market knowledge
- Preparing repots and documents
- Tracking all inventory
- Optimize warehouse and storage
- Managing team