



MOHAMED HAMDHAN

Shop Assistant

muhammedhamdhan33@gmail.com

+971 509 250 622

Dubai, UAE

01 November, 1996

WORK EXPERIENCE

Shop Assis

Dubai Library Distributors

01/2023 - 02/2024

Ajman, UAE

Tasks

- Provided excellent customer service by assisting customers with inquiries, product recommendations, and purchases.
- Assisted in achieving sales targets by actively promoting products, upselling, and cross-selling
- Maintained a comprehensive knowledge of products and promotions to enhance the customer shopping experience.
- Operated cash registers, processed transactions accurately, and provided correct change to customers.
- Balanced cash registers at the end of each shift and reported any discrepancies
- Monitored and restocked shelves to ensure products were adequately displayed and available for customers
- Maintained a clean and organized store environment.

Assistant Branch Manager

Fashion Bug (Pvt) Ltd

02/2016 - 10/2022

Colombo, Sri Lanka

Fashion Bug is a popular shopping store in Sri Lanka

EDUCATION

Diploma in Computerized Accounting

E-Soft Metro Campus

08/2015 - 02/2016

Colombo, Sri Lanka

High School

General Certificate of Education Advanced Level

2015

Balangoda, Sri Lanka

High School

General Certificate of Education Ordinary Level

2012

Balangoda, Sri Lanka

SKILLS

Excellent customer service and interpersonal skills

Strong communication and teamwork abilities

Proficient in cash handling and transaction processing

Knowledgeable about the products and services offered by the store.

Microsoft office

Analytical thinker and problem solver.

Administrative skills

Availability to work flexible shifts

Manage time and deadlines

Customer Relationship Management (CRM)

Social Media Management

Planning and Coordination

LANGUAGES

English

Full Professional Proficiency

Tamil

Native or Bilingual Proficiency

Hindi

Limited Working Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Sports

Physical Activities

Watching Movies

Photography

Community Service

Interest