

ABOUT ME

Self Motivated, Organized, helpful, and energetic professional executive able to work efficiently with 6 years' professional experience and strong skills in customer service.



MUHAMMAD HASAN

WORK EXPERIENCE

HALADI PERFUMES & COSMETICS TRADING CO.LLC
MURSHID BAZAR DEIRA,DUBAI.

ACCOUNTANT (2022-2025)

- Maintaining accurate financial records.
- Handled collections on unpaid accounts.
- Generating invoices.
- Assist customers with Answering product inquiries.
- Understanding customers needs.
- Support efficient order processing,delivery and post sales service.
- Stay informed about latest products.
- Maintain and Develop strong relationship with clients.
- Manage administrative tasks.
- Work closely with teams to streamline procurement and sales functions.

DREAM MART HYPERMARKET,
BANGALORE,INDIA.

CASHIER & BILLING (2021 – 2022)

FAST METRO HYPERMARKET,
SHARJAH,UAE.

CASHIER & BILLING (2019– 2021)

- 1.Operating the system ERP.
2. Greet and direct customers provide accurate information(e.g.product features,pricing and after sales services)
3. Answer customers questions about specific product/ services .
4. Receive payment by cash, check, credit cards, vouchers, or automatic debits.
5. Issue receipts, refunds, credits, or change due to customers.
6. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
7. Coordinate with the retail sales representatives.
8. Provide excellent customer service.
9. Inform customers about special offers & discounts

EDUCATION

B.COM (MANGALORE UNIVERSITY) - 2019
RICHARD ALMEIDA MEMORIAL COLLEGE NAVUNDA,UDUPI.

P.U.C (PRE-UNIVERSITY BOARD) - 2016
TIPPU SULTAN PRE UNIVERSITY
COLLEGE,MANGALORE.

S.S.L.C (K.S.E.E.B) - 2014
GOVT.HIGH SCHOOL TENGINAGUNDI,BHATKAL.

CONTACT

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📞 971507380244

Visa: Employment visa
DOB: 07-11-1998

Dubai, UAE



TECHNICAL SKILLS

CIT : MS Excel, MS Word,MS
Power Point,Tally,HTML

LANGUAGES

English,Urdu,Hindi,Malayalm,
Kannada