

JAMSHAD K C



Sharjah, UAE



+971-547242251



jamshadkc5420@gmail.com

Personal Details

Date of Birth : 30/10/1998

Nationality : Indian

Gender : Male

Marital Status: Single

Visa Status : Employment Visa

Passport Details

Passport No :S6698307

Date of Expiry: 15/12/2023

Driving License Details

License No : 4399175

Issue Date : 21/12/2022

Expiry Date : 21/12/2024

Place Issue : Dubai

Permitted Vehicle: Light Vehicle

Language Known

- English
- Hindi
- Malayalam

PERSONAL STATEMENT

To be a part of a well- establish organization which will provide an opportunity to learn. grow & develop while utilizing my academic & administrative Skill & Contribute for the organizational growth.

WORK EXPERIENCE



Cashier

Lulu Hypermarket, Sharjah, UAE – 2021 TO Till

Azhura Restaurant, Bangalore, India – 2019 to 2020

Mughal Paradise, Bangalore, India – 2018 to 2019

- Handle cash, credit, or check transactions with customers.
- Scan goods and collect payments.
- Ensure pricing is correct.
- Issue change, receipts, refunds, or tickets.
- Redeem stamps and coupons.
- Make sales referrals, cross-sell products, and introduce new ones.
- Resolve customer complaints, guide them, and provide relevant information.



Office Assistant

Meditech Solution Kerala – 2016 to 2018

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.

EDUCATIONAL QUALIFICATION



Plus Two

Open School - 2018



SSLC

CHMHS School Elayvoor - 2014

SKILLS

- Computer skills.
- Microsoft office.
- Tally ERP
- Excellent communication skills.
- Sap Fico

DECLARATION

I Hereby declare that; all the above details are true and fair to the best of my knowledge. Certificate and reference will be presented and when required.

Place: Sharjah

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