



MOHAMMED SAHIL ANSARI

Accountant & Data Entry Specialist,
Cashier

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📍 Alqouz 2 Near Shaklan 3 Dubai,

Profile

I assess myself as a hard working, punctual and enthusiastic person, who can adapt to any environment ease. I have good verbal and written communication skills, willingness to learn team facilitator.

Professional Experience

08.2021 – 10.2023

Data Entry Specialist

Alqouz, UAE

Allday Office & Distribution Centre

- Review and verifies data entered into database to ensure accuracy.
- Resolving Discrepancies in information And Obtaining Further information For incomplete Documents.
- Prepare vouchers and receipts by entering details into a company's financial system.
- Respond to information requests from authorized members.
- Research and fix billing errors.
- In Compliance With Company Policies And Procedures, Creating Backups And Logs.
- Ability to work to time constraints

2021 – 2021

Cashier

Sharjah, UAE

Big Bazaar Hypermarket

- Greeted customers upon their entry into the store and helped them with any questions and concerns.
- Operated a checkout lane and associated retail equipment, including scale, barcode scanner, belt, and cash register.
- Performed all checkout procedures quickly and accurately each time, while also promoting the store credit card to customers.
- Assisted sales floor staff with stocking shelves, keeping front lanes tidy, and assisting guests when needed.

Education

- High School Passed (2015) U.P. Board
- Intermediate Passed (2017) U.P. Board
- B.Com 1st year Passed (2019) CCS UNIVERSITY MEERUT.
- B.Com 2nd year Passed (2020) CCS UNIVERSITY MEERUT.

Languages

English



Hindi



Urdu



Skills

Computer Awareness Program ● ● ● ● ●
From Madani Technical Institute,
Deoban

- MS, word
- MS, Excel
- Talley

Accomplishments

Re-organized something to make it work better Identified a problem and solved it Come up with a new idea that improved things Developed or implemented new procedures or systems Worked on special projects Received awards Been complimented by your supervisor or co-workers Increased revenue or sales for the company Saved money for the company Saved time for the company Contributed to good customer service

Personal Details

- **Father Name:** Liyakat Ali
- **DOB :**15/10/1999
- **Nationality :** Indian
- **Gender :** Male
- **Interest :** Hard work & Smart Work
- **Visa Status :** cancellation of Work Visa (Residence)

Strength

- Self Confidence
- Good Communication Skill
- Sincerely and Quick Learner
- Work Holic