

MOIDDIN SARBAZ

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SKILLS

- Organization
- Time management
- Adaptability
- Communication
- Openness
- Leadership
- Honest

PERSONAL DETAILS

Nationality : Indian
Religion : Muslim
Date of Birth : 05/04/1999
Marital Status : Single

COMPUTER SKILLS

- Outlook
- Microsoft Word
- Microsoft Excel
- Internet

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

INTERESTS

- Swimming
- Planting

OBJECTIVE

Detail-oriented and experienced professional seeking a Store Admin position to leverage expertise in customer service, cash handling, and inventory management to enhance store operations and contribute to business growth.

WORK EXPERIENCE

2021- Present **CASHIER CUM ADMIN**
Balkees Biryani Restaurant, Dubai

RESPONSIBILITIES :

- **Customer Service:** Greet customers, address inquiries, and resolve issues to ensure a positive dining experience.
- **Cash Handling:** Accurately process transactions, manage cash drawer, and reconcile daily sales.
- **Administrative Tasks:** Maintain and update records, handle paperwork, and perform clerical duties as needed.
- **Data Entry:** Input and manage data related to sales, customer feedback, and employee schedules.
- **Coordination:** Collaborate with kitchen staff and management to ensure smooth restaurant operations.
- **Complaint Resolution:** Address and resolve customer complaints and issues promptly and professionally.

2020 – 2021 **CASHIER**
Madina Hypermarket, Bangalore

RESPONSIBILITIES :

- **Customer Transactions:** Efficiently process sales transactions, including cash, credit, and debit payments.
- **Customer Service:** Assist customers with purchases, answer questions, and address any concerns.
- **Cash Handling:** Accurately handle cash, provide change, and manage the cash register.
- **Receipt Management:** Issue receipts, refunds, and exchanges, and ensure all transactions are recorded accurately.
- **Store Maintenance:** Maintain a clean and organized checkout area and ensure all merchandise is properly tagged.
- **Promotions and Offers:** Inform customers about ongoing promotions and special offers to enhance sales.
- **Compliance:** Adhere to store policies and procedures, including those related to financial transactions and security.
- **End-of-Day Reconciliation:** Balance cash register at the end of each shift and report any discrepancies to management.

2019 – 2020

Salesman

Shoes Brand, Kerala

RESPONSIBILITIES :

- **Customer Assistance:** Greet and assist customers with product selection, providing information about features, sizes, and styles.
- **Sales Transactions:** Process sales transactions accurately, including cash, credit, and debit payments.
- **Product Knowledge:** Maintain up-to-date knowledge of current inventory, promotions, and new arrivals to effectively guide customers.
- **Inventory Management:** Monitor stock levels, assist with restocking, and report any discrepancies or low inventory to management.
- **Visual Merchandising:** Arrange and display products attractively to enhance store presentation and drive sales.
- **Customer Service:** Address and resolve customer inquiries, concerns, and complaints in a professional manner.
- **Sales Targets:** Work towards achieving individual and store sales targets, promoting upsells and cross-sells.
- **Store Maintenance:** Ensure the sales floor is clean, organized, and well-maintained.

EDUCATION

2013 – 2015

Higher Secondary School

Central Board of Secondary Education.

ABILITIES AND AREA OF STRENGTH

- **Strong Organizational Skills:** Proven ability to manage inventory, maintain accurate records, and streamline administrative processes for efficient store operations.
- **Exceptional Customer Service:** Skilled in addressing customer inquiries and resolving issues promptly to ensure a positive shopping experience.
- **Proficient in Cash Handling:** Experienced in managing transactions, balancing cash drawers, and ensuring financial accuracy.