



# MUHAMMAD SHAHAROOKH

## Position Applied For Sales Staff

### About Me

To Pursue my Career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.



+971 586403235



mohdsaruk3@gmail.com



Bur Dubai UAE

Visa Status : Visit Visa

### LANGUAGE

- English
- Hindi
- Urdu (basic)

### EXPERTISE

- Excellent customer service skills
- Strong communication and interpersonal abilities
- Record Keeping
- Inventory Management
- Problem-solving
- Time Management
- M/S Office

### SKILLS SUMMARY

Turnout Punctual, Regular  98%

Time Management  90%

### EXPERIENCE

#### Cashier Cum Sales Executive Imran Mobile And Electronics Store U. P. INDIA 2020 - 2022

- Greet customer when entering or leaving the store
- Receiving payment and issuing receipts, gift wrapping packages and keeping track of all cash and credit transaction
- Track Transactions on balance sheets and report and discrepancies
- Transferring data from paper formats into database systems
- Cross-sell products and introduce new ones
- collect payments whether in cash or credit.

### EDUCATION

#### M.J.P. Rohilkhand University Bareilly Bachelor of Arts B.A. 2014 - 2017

#### Secondary school or high school Surjavati Smar Inter College U.P. India 2012

### CERTIFICATION

#### Course On Computer Course (ccc) DOEACC 2016 Tally in 2017 From G K Computer