

# MIDHLAJ MAHAMMOOD



**DUBAI-UAE**



Phone:

+971 -0502354492

WhatsApp:

+91 - 9746 0210 70



Email:

midhlaj75@gmail.com

## PERSONAL DETAILS

Nationality : INDIAN  
Date of Birth : 20-03-1995  
Gender : MALE  
Marital Status : MARRIED

## PASSPORT DETAILS

Passport No. : X9035820  
Date of Issue : 14-06-2023  
Date of Expiry : 13-06-2033  
Place of Issue : KOZHIKODE  
Visa Status : VISIT VISA

## LICENSE DETAILS

License No. : 3631550  
Date of Issue : 31-01-2016  
Date of Expiry : 31-01-2027  
Place of Issue : DUBAI  
Permitted : LIGHT VEHICLE

## LANGUAGES

ENGLISH  
HINDI  
MALAYALAM

## OBJECTIVE

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

## ACADEMIC QUALIFICATION

- 12th Class (Higher Secondary)

## WORK EXPERIENCE

- 10 Years worked as a DRIVER/CASHIER/INVENTORY/ACCOUNTS/SUPERVISOR/ SALES with AL MADINA SUPERMARKET in DUBAI - UAE (2014-2024)**

## DUTIES & RESPONSIBILITIES

- Carrying out vehicle maintenance checks.
- Delivering packages to customers in a timely manner.
- Picking up office purchases or other administrative needs
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Maintaining and updating records
- Counting materials, equipment, merchandise or supplies in stock
- Reporting discrepancies between physical counts and computer records
- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Managing finances and preparing an annual budget.
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost--benefit and needs analysis of existing/potential customers to meet their needs

## PERSONAL SKILLS

- Computer Knowledge (Tally, MS Excel, MS word, MS PowerPoint)
- Communication
- Leadership
- Problem solving
- Interpersonal communication
- Time management
- Critical thinking
- Customer service
- Active listening

## DECLARATION

I hereby declare that the all the information furnished above are true to the best of my knowledge and belief.