

## CAREER OBJECTIVE

I am looking for a challenging position in the cashiering industry that will allow me to utilize my exceptional analytical and technical skills and experience in cash handling to enhance the company's productivity.



Sharjah, UAE



+971527238021



sumrimohamed@gmail.com



linkedin.com/in/sumri

## PERSONAL DETAILS

Date of Birth : 1991.08.13

Marital Status : Married

Nationality : Sri Lankan

Passport No : N9105338

Visa Status : Company Visa

## LANGUAGES

English ■■■■

Tamil ■■■■

Sinhala ■■■■

Malayalam ■■■■

Hindi ■■■■

Arabic ■■■■

# SUMRI MOHAMMED

Cashier/ Sales Representative



## PERSONAL PROFILE

I am a person who is enthusiastic, self-motivated, reliable, responsible, and hardworking. Being a mature team player, I am capable of adapting to any challenging situations. I have the ability to work effectively in both a team setting and independently. I am skilled at working under pressure and meeting strict deadline.

## EDUCATIONA QAUALIFICATION

### 1. Certificate course in Hardware and Software

Turnkey Institute, Kandy, Sri Lanka  
04/2011-08/2011

Kandy, Sri Lanka

### 2. Diploma in English

American college Kandy, Sri Lanka  
12/2010-04/2011

Kandy, Sri Lanka

### 3. G.C.E Advanced Level- commerce

Zahira College, Kandy, Sri Lanka  
02/2008-08/2010

Kandy, Sri Lanka

## PROFESSIONAL EXPERIENCE

### 1. Cashier

Al Khalaf Restaurant, Sharjah, UAE  
03/2022 - Present

Sharjah, UAE

#### Key Responsibilities

- A warm welcome to customers and help them determine their orders.
- Relay customers' order to the kitchen staff.
- Receive home delivery orders from customers over the phone and delivery them in a timely manner.
- Getting payment from customers through cash, debit, and credit cards.
- Recording the amounts of that have been received for distribution.
- Scheduling of delivery persons, ensuring that 100% of orders are delivered on time.
- Ordering beverage such as soft drinks, water, and other items for stores.
- Providing customers with a cashiering services that is personalized, friendly, and efficient.

## Skills

- Basic Math
- Interpersonal communication
- Loss prevention techniques
- Time Management
- Product knowledge
- Telephone etiquette
- Customer service
- Dependability
- Efficiency
- Flexibility
- Friendliness
- Basic (PC) computer knowledge
- Attention to detail
- Sales
- Positive attitude
- Multitasking
- Leadership
- Hardworking
- Team player
- Self-motivator
- Active listening skills

## REFERENCES

- Mr. Rafiyoosz  
Manager of Al Khalaf Restaurant  
Sharjah, UAE  
Tel: +971552829072
- Mr. Prakash Dahal  
Manager of The children place store  
of Apparel Group Company  
Doha, Qatar  
Tel: +97474785205

### 1. Loss & Provision Assistant/ Supervisor

*Apparel group company, Doha, Qatar*

*01/2019 - 05/2021*

*Doha, Qatar*

#### *Key Responsibilities*

- Collecting banking items from the stores and depositing them into the bank.
- Receiving shipment for the stores.
- Opening and closing stores for the cleaners.
- Cross checking CCTV stores opening and closing timing.
- Prepare daily basis reports and submit to the L&P Manager.

### 2. Senior Sales Associate

*The children place store of Apparel group company, Doha, Qatar*

*01/2016 - 12/2018*

*Doha, Qatar*

#### *Key Responsibilities*

- Assist customer to product selection based on their needs.
- Managed proper and attractive merchandise display, and maintaining visual on floor.
- Attending product trainings.
- Team player and able to work strongly and service etc.
- Maintaining clean on the floor, fitting rooms, and back store. Keeping all the merchandise item is clean.
- Manage daily store paper works.
- Provide friendly and efficient service to all customers in all situations.
- Handling till operation.
- Act as a store in charge whenever the manager is not available.

### 3. Cashier

*Retail mart super market, Doha, Qatar*

*01/2013 - 01/2015*

*Doha, Qatar*

#### *Key Responsibilities*

- Welcoming customers and answering their questions.
- Operating scanner, scales, cash register, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customers.
- Processing refunds and exchange, resolving complaints.

## DECLARATION

I declare that the particulars furnished above are true to the best of my knowledge and ability; in the event of being selected. I oblige to discharge my duties to the optimum satisfaction of the Management and the staff in compliance with the professional ethics and the rules and regulations of the place recruited to serve.

**Sumri Mohammed**

