

SHAKKEER M

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Location: DUBAI (UAE)

Visa Status: Employment

Notice Period: 1 month.



OBJECTIVE:

I am seeking employment with a company where I can grow professionally and personally to gain new skills in a positive team environment. To broaden my knowledge, enhance my abilities in hospitality service, reach career growth, and offer my full dedication to achieve the company's goal and personal development.

TECHNICAL SKILLS

Fair command of English

Fast Learner, Good Listening Skills

Honest, Hardworking, and dedicated to the job assigned.

Attentive to schedule Work with minimal supervision

Excel, Word, PowerPoint & Outlook

Arabic typing

Invoicing, Inventory stocking

Mobile Hardware & Software

EXPERIENCE:

Fresh Fruits Vegetables Souk

Ras Al Khor - Dubai

Online Cashier/Sales

December 2021 – up to present

- ✚ Ability to operate a cash register, and credit card machine.
- ✚ Managers and employees answering their questions and responding to special requests.
- ✚ Describing product features. Maintains store shelves by observing displays of products.
- ✚ Assist customers in locating specific items.
- ✚ Count money, give change, and issue a receipt for funds received.
- ✚ Weighing & scanning items.
- ✚ Greeting customers.
- ✚ Doing Ipos and brilliant software.

Barakat Vegetables & Fruits Co. (L.L.C)

Dubai (U.A.E.)

Computer Operator in E-Commerce

April 2020 – Dec 2021

- ✚ Done invoicing of orders and segregated to drivers
- ✚ Collects customers' signed invoices from drivers
- ✚ Submit a daily report about the whole shift report to the next shift staff
- ✚ Submit daily reports about the attendance of my team
- ✚ Print out order sheets from the company's website and hand them to order pickers team
- ✚ Verify completed orders then process them to be ready for dispatch on the website
- ✚ Managing teamwork.

Al Madeena Hypermarket LLC.

KANHANGAD, KERALA, (INDIA)

Cashier and Billing

Jun 2018 - Jul 2019

- + Registers sales on a cash register by scanning items, itemizing and totaling customer's purchases.
- + Calculating rebates and discounts on different customer invoices.
- + done GST (Goods & Service Tax) invoices.
- + Maintaining Daily Bank Position.
- + Inventory check and reconciling.
- + Processes return transactions.
- + provides a positive customer experience with fair, friendly, and courteous service.
- + Balances cash drawer by counting cash at the beginning and end of work shift.
- + Enters price changes by referring to price sheets and special sale bulletins.
- + Discounts purchases by redeeming coupons.

EDUCATION:

Passed Board Public examination in I E M H S S PALLIKARE, KERALA. INDIA (**SSLC**)

Higher Secondary in DR. AMBEDKAR SCHOOL, KASARAGOD. INDIA

INDIAN & FOREIGN accounting (TALLY, PEACHTREE & QUICKBOOKS) IN GTECH KANHANGAD, Kerala, India

Arabic typing. (MS OFFICE) (India)

CERTIFICATION:

INDIAN & FOREIGN accounting (TALLY, PEACHTREE & QUICKBOOKS)

Arabic & English typing

Mobile Hardware & Solution

PERSONAL INFORMATION:

Name: Shakeer M

Date of Birth: 15 Feb 1997

Religion: Islam

Nationality: India

Civil Status: Single

Visa Status: Employed

Language: English, Hindi & Malayalam

I hereby certify that the above information is true and correct to the best of my knowledge.

Shakeer M