

NOORUL HAQUE KHAN

12/11, Dr. Gangadhara Mukharjee Road Howrah 711101 W.B

Contact : +91-7439609903 / 8874396093

noorulhaque545@gmail.com/noorul.khan17@gmail.com

CASHIER

SUMMARY

Friendly and efficient supermarket cashier with over 5 years of experience in handling cash transactions, providing excellent customer service, and maintaining accurate financial records. Skilled in operating POS systems, managing customer inquiries, and ensuring a smooth checkout process. Known for strong attention to detail, reliability, and a positive attitude in fast-paced retail environments.

WORK EXPERIENCE

KOHINOOR TELE VIDEO PVT LTD.

FEB 2024 - Present

- Cash Handling: Operate cash registers, process customer payments (cash, credit/debit cards, digital payments), issue receipts, refunds, and handle exchanges
- Customer Service: Greet customers, answer inquiries, resolve complaints, and provide product information to enhance the shopping experience.
- Data Entry: Accurately enter customer and transaction data into the electronic database, maintain up-to-date records, and ensure data integrity

AL RAWABI HYPER MARKET

MAR 2019 - NOV 2023

- Product Handling: Scan and bag purchases, ensure pricing accuracy, and manage returns and exchanges.
- Cash Management: Count money in cash drawers at the beginning and end of shifts to ensure accuracy, and reconcile cash drawers.
- Financial Reporting: Prepare daily financial reports, reconcile cash drawers, and report discrepancies.
- Inventory Support: Assist in stocking shelves, rotating merchandise, and marking prices.

ANSAR GALLERY

MAR 2016 - NOV 2018

- Product Handling: Scan and bag purchases, ensure pricing accuracy, and manage returns and exchanges.
- Handle cash, credit, and debit transactions accurately.
- Issue receipts, refunds, and change.
- Scan items and ensure pricing accuracy.
- Resolve customer complaints and provide relevant information about products, prices, and promotions.
- Handle returns and exchanges efficiently.

ACADIMIC EDUCATION

TECHNICAL EDUCATION

MAR 2008 - JUNE 2012

- Completed Higher Secondary (12th) from West Bengal Board of Council
- PASSED B.A FROM IGNOU

DIPLOMA IN COMPUTER APPLICATION

Aug 2013 - Aug 2014

- Diploma in computer Application from Aliya University Kolkata in 2014.
- Diploma in Mobile & Laptop Repairing from west Bengal council in 2013.

ADDITIONAL INFORMATION

- **Technical Skills:** Well versed with Computer, Operating system Win XP, Win Vista and Good working knowledge of MS Office and Internet.
- **Technical Proficiency:** Familiarity with POS systems and Advanced computer skills.

SKILLS

- Good Knowledge of Computer Skills, Software, POS. Retail.
- Good working knowledge in Data Entry Operator, MIS Executive
- Provide friendly and efficient service to enhance the customer experience.
- Ensure accuracy in transactions and cash handling
- Clearly communicate with customers, colleagues, and managers.
- Stay informed about store products and promotions.

PERSONAL DETAILS

- FATHER NAME : ABDUL FAIYAZ KHAN
- DATE OF BIRTH :16 NOV 1996
- SEX : MALE
- Nationality: - Indian
- Marital Status: - Un-married
- Languages Known: - English, Hindi, Urdu & Arabic Profession

PASSPORT DETAILS

- Passport No. : Y-4964864
- Date of Issue : 21-03-2014
- Date of Expiry : 23-07-2034
- Place of Issue : KOLKATA

ADRESS :

NOORUL HAQUE KHAN
24, BON BEHARI BOSE ROAD
SANDHY BAZAR NEAR NORANI MASJID
BESIDE SHREE JAIN VID. HOWRAH 711101
WEST BENGAL
Contact No:- +91-7439609903
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DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I understand that any false information or misrepresentation may lead to my disqualification from the recruitment process.

Date:
Place: MUMBAI
Signature: