# CURRICULAM –VITAE

**REHAN AHMED **

**Retail Cashier & Storekeeper**

**Address 37 Cantt Road FI Tower**

**Near FI Hospital Burlington crossing**

**Lucknow 226001**

**Contact No +91 8299174278**

**https://www.linkedin.com/in/shiblu-abbas-3b5532289** **E-mail [shibluabbas18@gmail.com](mailto:shibluabbas18@gmail.com)**

**Career Objective :**

* To work honestly and diligently for the company where my knowledge, skills and experience are utilized to the full .I will try my best to achieve company’s objectives.
* Reliable worker with excellent communication, time management, and computer skills. A driven and detail-oriented individual with a desire to use analytical and problem-solving skills to meet goals.

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|  | **Educational Qualification:** |  |

* **High School** from **U.P Board, in 2009**
* **Intermediat**e from **U.P. Board in 2011**

### Graduation (B.A) from Lucknow University

**Professional Qualifications:**

* **Desktop Publishing** from **Safalta Computer Education.**
* **Fundamentals of Computer & Desktop Publishing**
* **Basics of Ms. Word, Ms. PowerPoint & Ms. Excel**
* **Digital Printing & Technology**

### Professional Diploma in Computer from Race Academy.

* MS Windows XP,MS Word, MS Excel, MS PowerPoint
* Internet & Email
* Financial Accounting
* Professional Tally 7.2 & 9.0

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|  | **Work Experience:** |  |

## Fullerton India Credit Company Lucknow.

* + - As a **collection officer**
    - Collection work of under the **TSM** as a **Assistend**
    - Maintaining collection detail on **MS Excel**
    - Handling cash, Matching cash with cash book
    - Managed a team of 10 plus collection agents to ensure timely payments and customer satisfaction.
    - Arranged for debt repayment and established repayment schedules, based on customers' financial

situations.

* + - Updated collection procedures as needed based on changing regulations or industry standards.

## Family Bazaar-2 Uttar Pradesh Govt. E.W.C.

* + - As a **head cashier**
    - **Customer care** supporting staff on floor
    - Monitored self-checkout stations to assist customers and resolve register problems.
    - Restocked shelves, supplies and display cases to maintain functionality
    - Managing all product range available on floor
    - Managed refunds and exchanges in accordance with store policy while maintaining a positive attitude

towards customers

## F.I.s Maulana Ali Miyan Institute of Medical Sciences

## As a Cashier cum Accounted

## Petty cash management - payment from customers and daily expense management

## Staff attendance and payroll management

## Invoicing in Tally

## Basic excel reports (stock report, price list updation, expense report, sales report)

## Future Group (Big Bazaar & fbb Saharaganj Mall, Lucknow)

* + - **As a Cashier**
    - Billing in mens, womens and kids section in **fbb (Fashion Big Bazaar)**
    - Customer care supporting staff on floor
    - **Billing on India’s fastest customer cheakout counter** **(Avg Timing 12.00 second)**
    - Delivered customer service by greeting customers and answering any store inquiries
    - Operated the POS system efficiently to ensure accurate transactions

## F I Healthcare Services Pvt. Ltd.(F.I. Hospital)

* + - **As a supervisor**
    - Managed medical record department**(MRD)**
    - Ensure that resources such as equipment and medications are available
    - Organize and record information that is pertinent to the function of the facility

## United Travel Service Connaught Place, New Delhi (Alif & Hind tours & travels)

* + - As a **Cashier cum accounted & Marketing executive**
    - Arranging International tours in **Saudi Arabia** such as **Hajj & Umrah.**
    - Arranging International tours in **Iraq & Iran** like **Karbala, Najaf and Arabaeen walk (Najaf to Karbala)**
    - Marketing and publicity, booking of tickets, itinerary preparation, designing of tour packages, processing of travel documents, travel insurance, travel research, conducting tours etc.

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|  | **Certifications:** |  |

* **Blood Donor**
* Lucknow Charitable Blood & Component Centre (LCBCC) ****
* **Republic Day Parade**
* **March Past Unit**
* The Delhi Republic Day Parade is the largest and most important of the parades marking the Republic Day celebrations in India. The parade takes place every year on 26 January at Kartavya Path, New Delhi.

It is the main attraction of India's Republic Day celebrations. 

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| **Skills Highlights:** |

* **Working Knowledge of MS Office, Internet & Email**
* **Product Knowledge**
* **Excellent customer service and interpersonal skills**
* **Time Management Skills**
* **Billing on India’s fastest customer cheakout counter (Avg Timing 12.00 second)**
* **Highly organized and motivated**
* **Goals and Performance**
* **Cash Register Systems**

**Personal Details :**

**Name :** Rehan Ahmed

**Father’s Name :** Late Maqbool Hussain

**Languages Known :** Hindi English Urdu Bengali

**Date of Birth :** 21/08/1994

**Gender :** Male

**Marital Status :** Married

**Nationality :** Indian

**Hobbies :** Playing Cricket Read Books Travelling

**Declaration :**

* I here by declare that all the above information is correct to the best of my knowledge and belief.

**Place:** Lucknow

# Date: 30/08/2023

**(REHAN AHMED)**