



# SAMHAN AHAMED



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## ABOUT ME

Professional And 2 Years Experience In Food City As a Cashier , Dialog Axiata As a Sales Executive And Inner Circle (Pvt)Ltd As a office Assistant . Involved With Best Customer Service Skills, Exper In Microsoft Office Packages, Outlook And Good Team Player

## LANGUAGES

ARABIC

ENGLISH

TAMIL

SINHALA

## PERSONAL DETAILS

Date of birth  
12 Oct 2001

Nationalty  
sri lanka

Marital status  
single

## WORK EXPERIENCE

**Food city – kalmunai**  
February 2021-October2021

### CASHIER

- I can interact with customers on a daily basis, providing assistance, answering questions, and handling inquiries.
- I can transactions, handling cash, and maintaining accurate records.
- I'm a good performer in multiple tasks simultaneously, such as scanning items, processing payments, and assisting customers.
- I Face challenges during their shifts, such as resolving payment discrepancies, addressing customer complaints, and troubleshooting technical issues with the cash register.
- I Can manage my time efficiently to handle customer transactions promptly while maintaining store cleanliness and organization.
- I'm proficiency in using POS systems to process transactions.

**Dialog Axiata**  
November2021-October 2022

### SALES EXECUCUTIVE

- I can Engage in extensive customer interactions, learning to understand their needs, pain points, and aspirations.
- I have experience in sales training programs that cover various aspects such as effective communication, negotiation techniques, objection handling, and closing strategies.
- I Always Focus on building long-term relationships with customers rather than just closing transactions.
- I'm Experience person on rejection But I learn from it. Rejections are inevitable in sales.

**INNER CIRCLE (PVT)LTD**  
October2022-September2023

### OFFICE ASSISTANT

- I Have Administrative Skills [Answering phones,taking messages, and routing calls.]
- I Can Manage correspondence, including emails and traditional mail.
- Im Assisting with the preparation of reports, presentations, and other documents.
- I Have Strong verbal and written communication skills.
- Im Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
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- Im Familiarity with basic office software and systems, such as email and calendar programs.

## EDUCATION

**ICAS CAMPUS**  
2021

Higher National certificate

**AN NAHLA ARABIC  
COLLEGE**  
Maruthamunai  
2022

High school diploma

## SKILLS

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- Excellent customer service skills.
- Strong communication and interpersonal abilities.
- Physical stamina to lift and move heavy objects.
- Team Leadership or Supervisory Roles
- Basic math skills for handling transactions and counting inventory.
- Time Management
- Sales and Upselling Techniques.
- Problem Solving skill
- Expert in MS Office Suite & CRM tools.
- Technology Skills Development.
- Stress Management.
- Honesty and Integrity

## COURSES

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**I CAS CAMPUS**  
Mar 2021

Advanced certificate in marketing management

**UNIVERSITY OF  
COLOMBO**  
Jan 2023

Human rights and media

➤ **Noted : Suitable for any position**

**Faithfully**

MN samhan Ahmed