

RESUME

SYED OMER AHMED

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CAREER OBJECTIVE

To pursue a career in the field of Finance and allied areas to associate myself in an organization that envisages growth, and provides opportunities & challenges.

CORPORATE EXCELLENCE

I strongly believe that I've acquired the following 10 most sought after corporate specialty excellences like:

1. Good communication skills.	2. Enthusiastic.
3. Strong interpersonal skill.	4. Skillful.
5. Get along well with people.	6. Soft-spoken.
7. Hard working.	8. Work without supervised.
9. Determined.	10.Quick learner.

SKILL SET

➤ Microsoft Word
➤ Microsoft Excel
➤ Microsoft Power Point
➤ JDE One World Explorer
➤ Focus 6, Focus 8
➤ Retail Pro

GULF EXPERIENCE

Company Name	Louzan Fashion Group
Job Title	Sales Cum Cashier Customers Service
Duration Period	Dec.2017 To Sep.2023
Responsibilities	<ul style="list-style-type: none"> ➤ Sales & Receiving Payments (cash, credit card, cheque, Gift Voucher, Loyalty Points & variety of payments) ➤ Recording (order, sales, receipts, payments, petty cash, stock) ➤ Organizing the documents and to maintain the confidentiality. ➤ Interaction & Communication with customer Attending queries & clarification with their statement providing all customer related services.
KEY ACCOUNTABILITIES (Task & Duties):	<ul style="list-style-type: none"> ➤ Reconcile daily sales cash, credit card, petty cash, drawer cash, customer balance, pending orders & credit sales. ➤ Prepare cash and related documents to be handed over to the shop supervisor for the bank deposit ➤ To prepare inventory related documents, daily sales report, daily collection reports, EOD summary, pending orders, credit sales, KPI reports, footfall report, attendance and get the approval from:- ➤ Daily Sale Report, Daily Collection Report & EOD (Cashier & Branch Supervisor) ➤ Credit Sale mention separately & Attendance (Cashier & Branch Supervisor)

PREVIOUS EXPERIENCE IN UAE

Company Name	Green Mount Trading Co.
Job Title	Sales Executive & Accounts Clerk
Duration Period	May.2008 To oct.2017

ACADEMICS

- B.Com(Bachelors in Commerce)2015 From Osmania University HYD.
- Intermediate (C.G.A)2008 From Froebel's Junior College HYD.

PROFESSIONAL TRAININGS

- Diploma in Computer Application With specialization in MS Office,
From (Incredible Learning Academy).
- Diploma in Microsoft Certified IT Professional(MCITP) From Zoom Technologies.

PERSONAL PROFILE

Name	: Syed Omer Ahmed
Father's Name	: Syed Ahmed (LATE)
Nationality	: Indian.
Gender	: Male.
Date of Birth	: 03-06-1988
Marital Status	: Married.
Religion	: Muslim.
Languages known	: English, Arabic, Urdu & Hindi
UAE Licenses issue	: Abu Dhabi
Licenses Expire	: 23-08-2026
Passport No.	: B9570651
Date of Issue	: 05/02/2024
Date of Expire	: 04/02/2034

DECLARATION

I do here by declare that the particulars of information and facts furnished above are true to the best of my knowledge and belief.

Yours Sincerely
SYED OMER AHMED