



AMANULLAH SR

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Place – Al Satwa., Dubai, UAE.

SUMMARY

To seek and maintain in full- time position on that offers professional challenges utilizing interpersonal skills ,excellent time management and problem- solving skills.

SKILLS

- Communication and Multi-task and Problem solving.
- Excellent teambuilding and interpersonal skills.
- Knowledge of Excel, Word, Power Point and General Microsoft Office Applications.
- Excellent customer service skills.

WORK HISTORY

- **SHIFT SUPERVISOR**

EMAAR – The Valet LLC , UAE.

September 2023 – March 2024

Responsibilities :

- Greet customers in a courteous manner.
- Provide premier customer satisfactions with a friendly demeanor and willingness to help.
- Effectively and efficiently park customer vehicles
- Return customers vehicles upon request in a timely fashion.
- Maintain daily records and reports.
- Manage the valet podium and Daily briefing to the staffs.
- Communicate with the customers and staffs who have general inquiries about parking and parking locations.
- Perfect team leading and records maintaining by system update.

- **AREA MANAGER**

Speed Park - Valet Parking, UAE.

March 2022 – October 2022

Responsibilities :

- Training new valets on job responsibilities, including safety procedures and customer service.
- Coordinating with security staff to ensure that valets are aware of problem guests who may cause trouble manner and are available to customers when requested.
- Ensuring that cars are parked properly according to company guidelines such as angle of parking and distance between cars.
- Briefing to the employees regularly.
- Reporting any accidents or claims involving vehicles owned by the company
- Managing the scheduling and payroll of valets, including hiring, training, and firing employees as needed. Educating customers about parking rates and services offered by the company.

- **CASHIER Cum Sales**

Muhamadiya Enterprises of Constructions

August 2018 – November 2021

Responsibilities :

- Greet the Customers and Helping them.
- Keeping records of initial front office operations with clients are done.
- Responsible for managing guest, clients and candidates inquiries.
- Managed guest relation activities.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start.
- Delivered services to customer locations within specific timeframes.
- Responsible for greeting and directing guest and staff.

- **CASHIER CUM SUPERVISOR**

Valtrans Transportation Services , UAE.

June 2012 – June 2018

Responsibilities :

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Sell tickets and Bills to customers.
- Examine statements to ensure accuracy.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Inspect account books and accounting system to keep up to date.
- Organize and maintain financial records. Reconcile accounts payable and receivable.

- **RETAIL CASHIER AND INCHARGE**

LKS GOLD JEWELLERS- Tamil Nadu ,

India. 2007 -2012

Responsibilities:

- Establish or identify prices of goods and tabulate bills using calculators, cash registers, or optical price scanners.
- Preparing bill, collecting the cash from the customers and closing the transaction retail store.
- Maintaining the record of sales transaction and other documents required for compliance.
- Process merchandise returns and exchanges.
- Stock shelves, and mark prices on shelves and items.
- Compute and record totals of transactions.
- Weigh it unsold by weight to determine prices.
- Store Maintaining, Managing the Staffs and scheduling.

ACADEMIC CREDENTIALS

- **2004 -2007**

Bachelor of Degree in **B.A** with **63%**

Jamal Mohamed College under the Bharathidhasan University,

OTHER CERTIFICATIONS

Valid UAE Light Vehicle Driving License.

TECHNICAL SKILLS

- **Operating Systems** :WindowsXp,Windows7&8
- **Software known** :TALLYERP9, MS-OFFICE, VISUALBASIC, FOXPRO.

PERSONAL DATA

- D.O.B : 18.11.1983
- Nationality : Indian
- Marital status / Sex : Married / Male
- Language Known : English, Hindi, Tamil, Malayalam, Urdu,
- Passport no : L5905815
- Visa Status : Sep 2023

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and hereby declare that the information furnished above is true to the best of my knowledge.

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