Mohamed Aseem

Cashier Cum Data Entry

B.Sc in Management

📞 056 970 0275

📍 Dubai, United Arab Emirates

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in https://www.linkedin.com/in/mohamed-aseem

PERSONAL DETAILS

Full Name	: Samoon Mohamed Aseem
Date of Birth	: 3rd of March 1995
Nationality	: Sri Lankan
NIC No.	: 950632208V
Passport No	: N 10187580
Visa status	: Visit Visa
Total experience	: 04+

SKILLS

- **Friendly and positive Attitude**
- **Social Media**
- **Typing accurately**
- **Typing speed**

- **Time Management**
- **Communication**
- **Decision Making**
- **Analytical & Critical Thinking**
- **Negotiation**
- **Work Ethics**
- **Research**
- **Creativity**
- **Presentation skills**
- **Basic Math Skills**
- **Independence**
- **Prospecting skills**

OVERVIEW & OBJECTIVE

Enthusiastic and highly motivated management undergraduate, seeking a challenging position that allows utilization of my unique skill and exhibits my capabilities to the greatest extent, thereby accomplishes both the company's and my personal goals with a clear, logical mind with a practical approach to problem solving and drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn new skills.

PROFESSIONAL EXPERIENCE

- **Buhary & Company (Pvt) Ltd.(Authorized Distributor of Sri Lanka's number one network Dialog)**
  DATA ENTRY OPERATOR– 20th May 2015 to 10th January 2017.

  ✓ Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners

  ✓ Type in data provided directly from customers

  ✓ Create spreadsheets with large numbers of figures without mistakes

  ✓ Verify data by comparing it to source documents

  ✓ Update existing data

  ✓ Retrieve data from the database or electronic files as requested

  ✓ Perform regular backups to ensure data preservation

  ✓ Sort and organize paperwork after entering data to ensure it is not lost

LANGUAGES PROFICIENCY

English
   Working Proficiency

Tamil
  Native Proficiency

SOFTWARE LITERACY

- **Microsoft Office Packages**

  - **Word**
  - **Excel**
  - **Access**
  - **Power point**

- **Internet & Email**

- **Social Media Web & Mobile Applications**

NON – RELATED REFERESS

Mr : Mohamed Nishad
Electrical Engineer,
Dubai, United Arab Emirates.
Mobile: 056 679 5290

Mr : Mohamed Atheef
Quantity Surveyor,
Dubai, United Arab Emirates.
Mobile: 055 340 2839

- **Cargills Food Company (Pvt) Ltd, Sri Lanka**
  CASHIER– 10th March 2021 to 15th November 2023.

  - Above Food City cashier is responsible for accurately ringing up customers' purchases, handling monetary transactions, and providing excellent customer service. Specific duties may include:

  - ✓ Operating a cash register and handling cash, credit, and debit card transactions
  - ✓ Scanning items and ensuring prices are correct
  - ✓ Counting back change and providing receipts
  - ✓ Assisting customers with finding products in the store
  - ✓ Answering questions about store promotions, policies, and procedures
  - ✓ Keeping the checkout area clean and organized
  - ✓ Following all food safety protocols
  - ✓ Following all company policies and procedures
  - ✓ Resolving customer complaints in a professional manner
  - ✓ Stock shelves when needed
  - ✓ Greet customers when entering or leaving the store
  - ✓ Bag, box or gift-wrap packages
  - ✓ Handle merchandise returns and exchanges

EDUCATIONAL & PROFESSIONAL QUALIFICATION

- **Eastern University of Sri Lanka (Trincomalee Campus)**
  - **Bachelor of Science in Management**
    (2017- 2021)

- **MySoft2U Pvt Ltd.**
  - Diploma in Computerized Accounting
    - ✓ **Tele**
    - ✓ **POS**
    - ✓ **Excel Payroll**

- **Sri Lanka Youth Centre – Sainthamaruthu**
  - National Vocational Qualification **(NVQ) Level-03** in **Computer Application Assistant**
    - ✓ **Ms world**
    - ✓ **Ms Excel**
    - ✓ **Ms Access**
    - ✓ **Ms PowerPoint**

- **Department of Examinations, Sri Lanka**
  - G.C.E Advanced Level Examination – Passed 2015

  - G.C.E Ordinary Level Examination – Passed 2012

  - Muslim Daham Schools Final Certificate Examination – Passed 2013

  - General Information Technology Examination – Ordinary Pass 2014