

CURRICULUM VITAE

HABEEB AHMED BAUFTAIM

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OBJECTIVE

An enterprising young professional seeking a responsible and challenging position in a reputed firm where my education and work experience will be of value, expand my knowledge, prioritize quality and innovation, and offer opportunities for personal & and professional growth.

EMPLOYMENT HISTORY

- BRAND ELECTRONICS, HYDERABAD-INDIA (SEP-2018-DEC-2020)
POSITION: CASHIER [2 YEARS]
- D - MART, HYDERABAD-INDIA (JAN-2021 – JUN-2022)
POSITION: CASHIER [1 YEAR]

RESPONSIBILITIES

- Provides a positive customer experience with fair, friendly, and courteous service.
 - Registers sales on a cash register by scanning items, itemizing, and totaling customers' purchases.
 - Resolves customer issues and answers questions.
 - Processes return transactions.
 - Itemizes and totals purchases by recording prices, departments, taxable and non-taxable items; and operating a cash register.
 - Enters price changes by referring to price sheets and special sale bulletins.
 - Discounts purchases by redeeming coupons.
 - Collects payments by accepting cash, checks, or charge payments from customers and makes changes for cash customers.
 - Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
 - Balances cash drawer by counting cash at the beginning and end of work shift.
 - Provides pricing information by answering questions.
 - Maintains checkout operations by following policies and procedures and reporting needed changes.
 - Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

EDUCATIONAL QUALIFICATIONS

- SSC – BOARD OF SECONDARY EDUCATION [2016 JUNE]
- INTER – BOARD OF INTERMEDIATE EDUCATION [2019 JULY]
- DEGREE – OSMANIA UNIVERSITY [PURSUING]

STRENGTHS

- SELF CONFIDENT
- STRONG AND DEDICATED
- STRONG LISTENING
- EXCEPTIONAL CUSTOMER SERVICE SKILLS
- FRIENDLY AND POSITIVE ATTITUDE
- ANALYTICAL PROBLEM SOLVER
- EASILY ADAPTIVE TO NEW ENVIRONMENT
- TIME MANAGEMENT SKILLS

COMPUTER PROFICIENCY

- BASIC COMPUTER KNOWLEDGE
- MS. OFFICE
- MS. EXCEL

PERSONAL DETAILS

- NAME: HABEEB AHMED BAUFTAIM
- DATE OF BIRTH: 02-07-2001
- GENDER: MALE
- NATIONALITY: INDIAN
- MARTIAL STATUS: SINGLE
- RELIGION: ISLAM
- LANGUAGES KNOWN: ENGLISH, HINDI, TELUGU, URDU.
- PASSPORT NO: R5937859
- VISA STATUS: OWN VISA
- VALID DRIVING LICENSE-UAE

I hereby declare that the above details are correct and looking forward to work in a high growing and energetic company.