

DAWOOD SHAFI
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OBJECTIVE:

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine. Seeking a supervisor position to utilize my expertise in boosting productiveness and performances in an organization .

CAREER SUMMARY :-

- ✓ Setting goals for performance and deadlines in ways that comply with company's plans and vision.
- ✓ Spirit of team work
- ✓ Adaptability of environmental changes
- ✓ Excellent communication skills
- ✓ Hard working, Creative, Honest
- ✓ Strong commitment to the assigned task result oriented
- ✓ Excellent interpersonal, verbal and written communication skills
- ✓ Natural ability to work on own initiative or as part team. Spirit of team work
- ✓ controls by preparing and recommending policies and procedures

KEY SKILLS & COMPETENCIES

- ✓ Excellent communication both oral and written.
- ✓ Able to work in long time.
- ✓ Capable to serve customer politely.
- ✓ Ability to work in team.
- ✓ Great organizational and leadership skill.
- ✓ Good time management ability
- ✓ Ability to solve problems and make decisions, as well as think laterally and offer creative solutions
- ✓ Commercial awareness and numeracy skills
- ✓ Strong interpersonal skills and the ability to work well as part of a team, as well as manage people

ACADEMIC QUALIFICATION

Degree/Course	University / Board	Year
Bcom (Bachelor of commerce)	university of kashmir	2019
12th (Commerce)	JKBOSE	2014
10 th	JKBOSE	2012

EXPERIENCE:

- ❖ **Worked as cashier at kashmir Education consultancy Services PVT. Ltd Srinagar, J&K**

Duration:-

15 February 2020 to 30 September 2022

ROLE & RESPONSIBILITIES:

- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Issue receipts , Refunds, change or tickets.
- Redm stamps and coupons.
- Scan goods and ensure pricing is accurate.
- Process returns and exchanges.
- Resolves customer issues and answers questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Contributes to team effort by accomplishing related results as needed.

PERSONAL STRENGTHS:

- Good Interpersonal, Highly motivated and enthusiastic
- Able to get adopted with the working environment very quickly

HOBBIES:

- Reading Books of interests,
- Listening to Music and Watching informative videos,
- Photography, Story Writing.

PERSONAL PROFILE:

Name : Dawood shafi
Parentage : Muhammad shafi dar
Gender : Male
Nationality : Indian
Language Known : English ,Urdu, Kashmiri
Marital Status : Unmarried
Date of Birth : 01/02/1997
Passport No. : T0882005
Date of issue : 29-04-2019
Date of expiry : 28-04-2029
Permanent address: kawari Handwara , J&K

DECLARATION:

I hereby declare that all the particulars furnished by me are in this application are true correct and complete to the best of my knowledge and belief.

Dawood shafi