

HASIL JALAL

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Hasiljalal456@gmail.com

Muscat, Oman

Seeking an exciting and challenging position as an Office worker or cashier in a company where my skills and knowledge can be used to the fullest. I also aspire to constantly improve my administrative abilities to cultivate the safest working environment possible for all in order to help sustain the environment through knowledge of environmental safety protocols, service orientation.



Experience

2022-2023 Shumookh Al – Naseeb Trading, Ibra, Oman

- Supervises and coordinates activities of workers engaged in padding, covering, trimming, or renovating upholstered articles.
- Assigns workers to stations according to workers' abilities and qualifications.
- Inspects upholstered articles to verify conformance to customer's order or company standards.
- Performs other duties as described under SUPERVISOR.

2017-2022 Co Operative Society, Bahrain

- Operate the POS cash register, handle various types of payments and perform packing for customer purchases.
- Perform stacking, display, and replenishment of products on the shelves when required.
- Perform checking for expiring stocks.
- Assist in stock ordering process.
- Receive incoming stocks and return rejected stocks to suppliers.
- Daily housekeeping
- Other ad-hoc duties as and when assigned by manager.
- Provide prompt, helpful, and courteous service to customers at all times.

Academic Credentials

HIGHER SECONDARY SCHOOL (COMMERCE)- (CGPA-9.8)

Govt Higher Secondary Puthenchira, Thrissur, Kerala.

SECONDARY SCHOOL (CGPA- 9.8)

Thekkumuri High School, Thrissur, Kerala

Personal Dossier

Gender : Male

Date of Birth : 05 Sept 1993

Nationality : Indian

Marital Status : Single

Passport Details

Passport No : N3633310

Date of Expiry : 12 Oct 2025

Visa Status : Yes

NOC Status : Yes

Languages Known

Arabic : Read, Write & Speak

Hindi : Read, Write & Speak

English: Read, Write & Speak

Malayalam: Read, Write & Speak

Key Skills

Microsoft Office

Microsoft Excel

POS Systems

Customer service

Communication