



KHADER VALLI SHAIK

+971-52-5442437

CONTACT:

▶ Skvalli095@gmail.com

PERSONAL DETAILS:

- ▶ **Father Name:** Shaik Masthan Valli
- ▶ **Date of Birth:** 05-December-1995
- ▶ **Age:** 29 Years
- ▶ **Marital Status:** Married
- ▶ **Religion :** Muslim
- ▶ **Nationality:** India

PASSPORT DETAILS:

- ▶ **Passport No:** P8038215
- ▶ **Issued Date:** 22-02-2017
- ▶ **Expiry Date:** 21-02-2027

TECHNICAL SKILLS:

- ▶ Cash Handling
- ▶ Point-of-sale system
- ▶ Customer Service
- ▶ Mathematical skills
- ▶ MS-OFFICE 2010

ACADEMIC TRAINING:

- ▶ Retail Training Program
- ▶ Fire Warden
- ▶ Fire Fighting
- ▶ Basic Food Safety
- ▶ HACCP

LANGUAGES PROFICIENCY:

Languages : English, Hindi, Telugu.

PROFILE:

Dedicated and self-motivated professional seeking a suitable job in the field of Retail industry, Sales, Front Desk, Hospitality Operation environment to contribute best of my abilities & knowledge towards the growth and development of a progressive company to achieve its objective.

WORK HISTORY:

EMIRATES NATIONAL OIL COMPANY (ENOC), Dubai, United Arab Emirates.

Job Title : **Sales Assistant & CASHIER**

Period : November-2022 to Present (till)

Job Responsibilities:

- ❖ Greeting customers as they enter the store and informing them of the week's discounts and specials
- ❖ Ensure high levels of customer satisfaction through excellent sales service
- ❖ Maintain outstanding store condition and visual merchandising standards
- ❖ Engaging with customers, offering them assistance, and answering their questions
- ❖ Locating merchandise for customers and ordering new items as needed
- ❖ Operating a cash register and collecting payments from customers
- ❖ Handling receipts, refunds, and returns

- ❖ Actively Involve in the receiving of new shipments
- ❖ Keep up to date with product information
- ❖ Housekeeping and Maintenance of cleanliness
- ❖ Maintain a high standards of customer service at all time in the site deal with all the customer in a highly professional and cordial manners.

Easy Money Transfer (SBI Sub Bank), Kadapa, Andhra Pradesh, INDIA.

Job Title : **Customer Service Executive & Cashier.**

Period : (November-2018 To November-2022)

Job Responsibilities:

- ❖ Greeting Customers as they Enter.
- ❖ Open New Banking Account.
- ❖ Handling Cash Deposit & Withdraw
- ❖ Customer Complaints & able to solve problems.
- ❖ Prepare sales record and Submit performance report.
- ❖ Organizing and maintaining import files and records.
- ❖ Understand and work , follow rules and procedures.
- ❖ Had an excellent attendance record and always on time for work.
- ❖ Supervising the work prescribe in the permit to work to ensure it is conducted in the most efficient manner.

EDUCATION:

Bachelor of Commerce (**Computer Applications**) – First Class
-Madras university-Jaya college of Arts & Science
(April-2016)

I hereby declare that , the above given information are true to the best of my knowledge and belief and I will prove to be worthy of your confidence and satisfaction

Yours Faithfully.

KHADER VALLI SHAIK