

**Email ID:**

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VISA STATUS:

Date of Issue : 09-11-2023

Date of Expiry : 09-01-2024

Nationality : INDIAN

PERSONAL DETAILS:

Father Name : Jafar Ali

Date of Birth : 08-06-1996

Gender : Male

Nationality : Indian

Marital Status : Married

Blood Group : B+

LANGUAGES KNOWN:

- ◆ ARABIC
- ◆ ENGLISH
- ◆ HINDI
- ◆ TAMIL

Mr. MOHAMED JAMIR ALI

CAREER OBJECTIVE:

To achieve career growth by working with one of the leading companies and improve my knowledge to serve the company better and grow with growth of the company.

EXPERIENCE:

AAISHA GARMENTS in CHENNAI.

ADMINISTRATIVE ASSISTANT. (May 2017 to April 2018)

Job Description:

- Manage office supplies stock and place order.
- Prepare regular reports on expenses and office budgets.
- Organize a filing system for important and Confidential Company documents.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.

EXPERIENCE:

OVENLY CATERING COMPANY in KUWAIT.

CASHIER (Sep 2019 to Aug 2023)

Job Description:

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Issue receipts, refunds, change or tickets.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.
- Bag, box or gift-wrap packages

EDUCATION:

SSLC - IMMAM GAZZALI Matric Higher Secondary School
Lalpet, Cuddalore Dist, Tamilnadu. **(2012 passing)**

HSC - IMMAM GAZZALI Matric Higher Secondary School
Lalpet, Cuddalore Dist, Tamilnadu. **(2014 passing)**

BBA - The NEW COLLEGE (Affiliated with Madras University)
Chennai, Tamilnadu. **(2017 Passing)**

SOFTWARE FLUENCY:

ERP-SAP (MM) - PERIDOT System in Chennai.

DCA - INSTA Computer Education.

DECLARATION:

I hereby declare that the above furnished details are true to the best of my knowledge and shall carryout assignment with the entire satisfaction of my superiors.
(Mohamed Jamir Ali.J)

