



NIJAMUDDEEN

Office assistant

EXPERTISE

- Time management
- Adaptability
- Good communication skills
- Honesty and integrity
- Teamwork
- Reporting & Follow-up
- Leadership
- Decision making

LANGUAGE

- English
- Arabic
- Hindi
- Malayalam

HOBBIES



PERSONAL DATA

Nationality : Indian
Dob : 15th Sep 1995
Religion : Islam
Sex : Male
Marital status :
married Single Visa
status :
employment visa
Valid UAE Driving License Holder

PROFESSIONAL PROFILE

To achieve a challenging position in any company that promotes my professional growth and prospects, in which my skills may be effectively utilized to contribute and enhance the company's integrity, security and productivity.



Dubai . UAE



nizamuddeenm8@gmail.com



056-8222186

EXPERIENCE

Adnoc distribution (store attendant)

(From July 2021 to present
Sharjah UAE)

OFFICE ASSISTANT

(Abu Dhabi judicial department

2018 – 2021

National corporation for tourism hotels (NCT&H)

ASSISTANT ACCOUNTANT

(Mar 2017 – May 2017)

Al Ras rent a car

Ajman, UAE

EDUCATION

B Com - Bachelor of Commerce
Mangalore university
Karnataka, India

SSLC -Secondary Education Examination Board,
Karnataka, India

COURSES

- Tally 9.0 (ERP)
- MS Office

Store attendant (adnoc distribution) 2021 to present

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- **Handle transactions through a POS system.**
- **Process payments and distribute food at drive-thru window.**
- **Cashier and deli clerk and stock shelves and run lottery machine for convenience store**
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- Keep track of and fulfill hundreds of weekly customer subscriptions in specialized advanced POS system.
- Follow all company guidelines and procedures during any and all shifts. Complete shift check-in and check-out procedures.
- Assist co-workers in handling cash registers, organize inventory room, and run fuel and propane sales.
- Pump gas, handle money, fill propane tanks, reconcile shift reports, and train new employees
- Craft consistent coffee, smoothies, and beverages in accordance to company and customer's exact specifications.
- Train new members and also coordinate the drive-thru window ensuring all meals are handed out in proper time.
- Maintain cleanliness of facility and operation of equipment

- Knowledge of office and management techniques. Knowledge of customer service method and concepts
- Good interaction abilities and professional personal display
- Cooperating with work place personal to maintain proper connection and a friendly environment within the office. Dissemination details through phone, fax and e-mail.
- Organizing and keeping files and handling project. Answering and forwarding phone callers, and office visitors. Helping the associate, staff, and other management staff doing in their responsibility. To procure daily Grocery for office uses. To handling various papers and electronic files greeting to visitor. Dealing with inquiries or needs from the visitors and workers.

- Assisted a Claim processor with historically troublesome claims.

- Learning basic insurance policy regulatory information.
- Providing insurance card to the various companies.
- Prepare and submit weekly/monthly reports.

I hereby declare that the details mentioned above in my cv are correct to the best of my knowledge and belief. I bear the responsibility of any error or mistake in the data if occur in the future.

Signature
Nizamuddeen