

SHAROOQ KAMARUDEEN



PERSONAL DETAILS

WhatsApp : 8593095352

Email : ksharooq6@gmail.com

Address : Sharooq Manzil
Kinassery
Kannadi P.O
Palakkad – 678701
Kerala State

Nationality : Indian

D.O.B : 13.07.1999

Religion : Muslim

Marital Status : Single

Blood Group : A+ve

PASSPORT DETAILS

Passport No : U 8053713

Place of Issue : Cochin

Date of Issue : 12/01/2021

Date of Expiry : 11/01/2031

STRENGTH

- ✓ Sound health & Energetic
- ✓ Positive attitude
- ✓ Self motivated
- ✓ Self confident
- ✓ Ability to work without supervision
- ✓ Willingness to learn and teamwork

LANGUAGES KNOWN

Arabic
English
Hindi
Malayalam
Tamil

CAREER OBJECTIVE

To obtain a position that will utilize my experience and knowledge that provide exposure to new ideas and skills to fulfill the need goals, vision and mission of the company and contribute for the growth of the organization.

WORK EXPERIENCE

❖ Jan 2022 – July 2022

**Mahadevan & Sivarajan Chartered Accountants,
Palakkad Kerala.**

Audit Assistant

Responsibilities

- ✓ Maintain books of accounts in Tally ERP and Prime.
- ✓ Conducted stock audited different companies.
- ✓ Preparation of receipts and payment account, income and expenditure account, balance sheet of not for profit organization.

❖ Sept 2022 – July 2023

Lulu Group International

Cashier, Staff at Customer Service - Front end

Lulu Hypermarket, Kuwait

Responsibilities

- ✓ Overseeing all front end operations including cash handling, register reconciliation and customer service.
- ✓ Scheduling work sheets and monitoring productivity to ensure that deadlines are met.
- ✓ Ensuring that all cash transactions are processed accurately and efficiently by following establishment procedures.
- ✓ Answer customer questions, and provide information on procedures of policies.
- ✓ Providing all helps to customers.

❖ Aug 2023 – Sep 2024

Lulu Group International

Supervisor – Supermarket & Grocery Food

Lulu Hypermarket, Kuwait

Responsibilities

- ✓ Managing workflow
- ✓ Training new hires
- ✓ Create and managing team schedules
- ✓ Help to resolve employee issues and disputes
- ✓ Provides directions and guidance to associates to ensure efficient and effective floor operations customer service
- ✓ Maintains company standards and guidelines around product flow, customer service and visual display

SHAROOQ KAMARUDEEN

EDUCATIONAL QUALIFICATIONS

- ❖ **Bachelor of Business Administration (2017 – 2020)**
University of Calicut
- ❖ **Plus Two (Science) (2015 - 2017)**
Kerala State Board
- ❖ **High School (2015)**
Kerala State Board

TECHNICAL SKILLS

- ❖ MS Office
- ❖ Tally, ERP & Prime

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge and beliefs and I bear the responsibility for the same.

Place :

Date :

SHAROOQ KAMARUDEEN