

A SHABANA BEGUN

Mobile: 058 92 64 001.

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Career Objective:

To serve well for the company by holding responsible position where I can expressed my creative skills and experience which would result position productivity and prove myself as a catalyst in promotion of the good will, of the employer with innovate and forward looking skills and actions and to be a part of a growth oriented organization, contributing, learning and enhancing my development both has a professional and an individual.

Educational Qualifications:

COURSE	NAME OF COLLEGE/ UNIVERSITY	Percentage	PERIOD
M.B.A- HR & Marketing	PRIST University	79.7%	2015
B.C.A	Saradha Gangadharan College	61%	2013

Additional Qualifications:

Typewriting English (Lower): 30 Words Per Minute.

DIPLOMA IN TALLY ERP 9 GST with 84.5% (JAN 2021-MAR 2021).

Skills:

- Scan goods ensure pricing is accurate
- Problem solving/lateral thinking skills, Cash handling skills.
- Able to understand and adapt to cultural sensitivities
- High level of professionalism and personal presentation at all times
- verbal and written communication skills.
- Familiarity with electronic equipment like POS ,Cash register,GPRS.
- Maintain Database in Excel, Completion of mail duties.
- Scan goods and ensure pricing is accurate.
- Familiarity in Membership cards & coupons like Redeem points, loading points.
- Able to handle refunds and any Issue in receipts.
- Resolve customer complaints, guide them and provide relevant information.
- Cross-sell products and introduce new ones.
- Able to follow FIFO method.
- Customer satisfaction oriented.
- Able to check after pic up cash in system.

Work Experience :

- I am Currently Working as a **Cashier & L-2 Trainee** In **Aswaaq Retail LLC, UAE.** (Feb 2022-Present).

Additional Work Experience:

- ❖ Worked as a **Assistant Marketing Manager** in **Deepam Network**, Pondicherry, India. (Nov 2015-July 2016)
- ❖ Worked as a **Sales Executive** in **Sky Commodities Pvt Ltd**, Pondicherry, India. (Jun 2017-July 2018)
- ❖ Worked as a **Team leader** **Shriram Life Insurance Company**, Pondicherry , India. (Aug 2018-Nov 2019)
- ❖ Worked as a **Cashier Cum Admin Officer** in **Dhanvanthri Exports Pondicherry**, India. (Dec 2019-Sep 2021)

Personal Details:

Father Name	:	Amanullah
Gender	:	Female
Marital status	:	Single
Date of Birth	:	11-03-1993
Nationality	:	Indian
Passport No.	:	N7061814
Religion	:	Muslim
Languages known	:	English, Hindi, Urdu & Tamil
Contact	:	058 92 64 001
Visa Type	:	Employment

DECLARATION:

I hereby declare that the information specified above are true and correct to the best of my knowledge and belief.

Sincerely

A SHABANA BEGUN

