



40 years old

CONTACT

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📍 Sharjah,
United Arab Emirates

ABOUT ME

At the outset I would like to introduce myself as an experienced Sales Representative, Customer Service, Merchandiser, Delivery Scheduler and Computer Operating, well versed in MS Office Tools (Word, Excel)

EXPERIENCE

Cashier

NATIONAL EXCHANGE COMPANY - Since June 2013

- ▶ Planning & operation handling.
- ▶ Fast and timely accurate cash handling
- ▶ Foreign Currency buying and selling customers and other exchange groups as per market value
- ▶ Receive and disburse money as per exchange norms
- ▶ Deposit the day's collection in the revenue account maintained with the nearest bank by next morning.
- ▶ Maintain a register for bounced cheque and inform the immediate supervisor if the cheque is dishonored.
- ▶ Prepare and submit monthly reports like summary of collection and deposit, collection bank book, bank reconciliation statement along with bank statement. Summary of collection made for other exchanges and status of dishonored cheque received from customer

Cashier and Shop Incharge

Al Marfaa Jewellery - May 2010 to April 2013

- ▶ Comprehensive knowledge of the methods and techniques of sales and marketing of different types of gold, platinum.
- ▶ Gemstones, diamonds and sterling silver
- ▶ In-depth knowledge of repairing diamond watches and fine jewellery merchandise
- ▶ Skilled in using telephone, computer and other business related equipment's
- ▶ Responsible for receiving of weekly merchandise and maintaining of attractive jewellery display.
- ▶ Customer oriented with good communication and interpersonal skills
- ▶ Perform responsibilities of entering sales information on daily, weekly & monthly basis through Share Point Visual Gold software
- ▶ Responsible for supervising and maintaining Clear Jewellery Care merchandising standards and visual standards including department signing
- ▶ Perform the tasks of handling cash payment or credit card as well as check credit card to ensure the reliability of purchasing
- ▶ Exceeded monthly sales goals on a consistent basis.

Data Entry Clerk

Areen Middle East & Pigeon Middle East - February 2007 to January 2010

- ▶ Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- ▶ Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or retuning incomplete documents to the team leader for resolution.
- ▶ Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- ▶ Maintains data entry requirements by following data program techniques and procedures.
- ▶ Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- ▶ Tests customer and account system changes and upgrades by inputting new data.
- ▶ Secures information by completing data base backups.
- ▶ Maintains operations by following policies and procedures; reporting needed changes.
- ▶ Maintains customer confidence and protects operations by keeping information confidential.

SKILLS

Diploma in Computer Application

- ▶ Ms word, Excel, PowerPoint & Access. Shine computer education Chennai, tamilnadu
- ▶ symex.net
- ▶ western union and xpress money

Languages

- ▶ English
- ▶ Hindi
- ▶ Tamil
- ▶ Malayalam

Passport Details

- ▶ Visa Status : Till 27th July,2021
- ▶ Passport Number : T2442908
- ▶ Date of Issue : 31/01/2019
- ▶ Date of Expiry : 30/01/2029
- ▶ Place of Issue : DUBAI

EDUCATION

Diploma in Mechanical Engineer

April 1999 to June 2002