



AHMED FAROUQ

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UAE , Sharjah HSBC building



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OBJECTIVE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization

EDUCATION

High school diploma

PERSONAL DETAILS

Date of Birth : 26/07/1988

Marital Status : Married

Nationality : Egyptian

ADDITIONAL INFORMATION

I have light driving license UAE

VISA STATUS

Vist Visa

PERSONAL ATTRIBUTES

Can perform under pressure
Can execute a task within given time
Can easily adept to any new implementation
Hard Working
Can learn fast from mistakes
Can utilize available resources efficiently
Can inspire others to work honestly
Excellent Customer Oriented concepts.
Ability to learn the new trends.
Self motivation.
Honest loyal to my work.

IT SKILLS

Well versed MS excel, MS word, MS Access, Power Point
Efficient in internet
SoftWare
Accounts software Smart inventory system v4
Operating systems windows 7, windows xp
Computer Maintenance
Hardware Virus Remove

SKILLS

Networking, negotiating, and problem-solving skills
Excellent conceptual and analytical skills
Managing tasks and problem-solving skills

EXPERIENCE

Ramez group

07/2009 - 07/2012

Data Entry

I'm answer the telephone and take messages
Prepare letters, memos, faxes in English and Arabic ,

Invoice entry & lpo

Secretary of the manager

Supervisor staff data entry Ramez shopping center al whada

Stock Manger in Ramez center al whada

Member of the Fund's inventory cashier

Secretary of the manager

Customer Service Officer

Sharjah co-op Society

08/2012 - 02/2018

Cashier, teller

Handling money properly

Manage transactions with using cash registers

Scan goods and ensure pricing is accurate

Collect payments whether in cash or credit Issue receipts, refunds, change or tickets money properly

Customer reception inside the exhibition and help them make a purchase decision

Follow-up of goods and displayed in the exhibition
Follow-up pricing and make sure there is the offer price

provide the necessary reports to the director of the show for the movement of goods

Help show director to determine the quality of the goods and Orders

ACHIEVEMENTS & AWARDS

Accumulated valuable information while working with diverse software
Gathered knowledge how to process data accurately

LANGUAGE

Arabic English

TRAINING COURSES

English for life

Icdl base

Digital marketing form Google