

### Career Objective:

Seeking a responsible and challenging position to  
Employ my expertise and experience in the field of  
**Accounts/ Store Assistant / Cashier/ Procurement.**



**MOHAMMED ADNAN**

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### **Work Experience:**

#### **A: Big Bazar, Udupi, Karnataka, India.**

##### **Position held: Sales Associate**

(From June 2019 to July 2020)

- Greets and receives customers in a welcoming manner.
- Serves customers to select products.
- Responds to customers questions.
- Directs customers by escorting them to racks and counters.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Displaying goods properly and make sure availability every time.
- Provides outstanding customer service.
- Assists with inventory, including receiving and stocking merchandise.

#### **B. Senior Medicals. Udupi, Karnataka, India.**

##### **Position held: - Accountant cum Cashier**

From Oct 2020- Nov 2021

- Maintaining Journal Book, Cash Book, Purchase Register, Sales Register, Ledger, etc.
- Finalizing Daily & Monthly collection reports
- Monitoring Payable & Receivable.
- Handling banking transaction for the company
- Follow up with the customer for the payment collection,
- Handling petty cash and record of petty cash expenses
- Handling incoming and outgoing calls correspondence and filing

### **Strengths:**

- Self-Motivated and capable of growing with the company.
- Capable of good interaction with team members.
- Effective communication Skills.

### **Contact Information:**

### **Declaration**

I hereby declare that above furnished details are true to my knowledge and belief

### **Personal and Professional Skill in Brief:**

- One year experience in India as a Sales associate and Cashier.
- Two Year experience as a Store Assistant cum Cashier.
- Diploma in Computer application.
- Experienced in Computerized Accounts.
- Experienced in Tally ERP software, Peachtree.
- Experienced in MS Office.
- Degree in Bachelor of Commerce 2020 (B'Com).

### **Educational Qualification:**

- Bachelor of Commerce (B Com) from Mangalore University, Karnataka, India
- Diploma in Computer from MICE Udupi, India.

### **Language:**

- English.( Working Proficiency )
- Hindi( Working Proficiency )
- Urdu( Working Proficiency )
- Kannada( Working Proficiency )

### **Interest:**

- Outdoor Games
- Indoor Game
- Photography
- Social Activities
- Social Media

### **Personal Details:**

- |                  |              |
|------------------|--------------|
| • Date of Birth  | : 24/08/1998 |
| • Nationality    | : Indian     |
| • Passport No    | : R0325497   |
| • Religion       | : Islam      |
| • Marital Status | : Single     |
| • Visa           | : Visit Visa |

(MOHAMMED ADNAN)