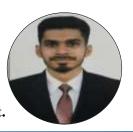
## Career Objective:

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



#### MOHAMMED ADNAN Mob: +971-589591058

Email adnanmohammed404@gmail.com

### **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 –Motive and capable of growing with the company.
- Capable of good interaction with team members.
- Effective communication Skills.

# 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

# **Contact Information:**

#### **Declaration**

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

(MOHAMMED ADNAN)