



# SAMSAD HUSAIN SAFI

RECEPTION / CASHIER / CUSTOMER SERVICE



## Contact



DOHA, QATAR



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## Skills

- Ability to co-ordinate with peers and good planning of work programs.
- Ability to give excellent quality output and cope up with high volume
- Excellent communication and interpersonal skills for interacting with Customers
- Database Management
- Microsoft office
- Organization
- Customer Service
- Strongly committed to assigned task.
- Hard work with confidence, commitment and perseverance.
- Work well under pressure and team work spirit



## Languages

English, Hindi, Nepali, Arabic, Urdu



## Career Objective

To secure a challenging position as a **Receptionist / Cashier / Customer service** in a reputable organization where my skills, knowledge and experience can be fully utilized and developed to ensure efficient and accurate processing of claims with a focus on customer satisfaction and cost reduction.



## Education

- **I.Sc**  
*Higher secondary Education Board, Janakpur, Nepal*  
2016
- **Advance Diploma in Computer Application**  
*American Computer Center, Janakpur, Nepal*  
2016



## Work Experience

- **Reception/Couustomer Service/Cashier**  
**Toyota Doha, Qatar**  
**(2019 to 2021)**
  - Greeting visiting Customer and asking their concern.
  - Answering phone call for the queries for services and products. Keeping customer records as per company norms.
  - Communication with customer via phone, e-mails and SMS.
  - Copy, Scan and store documents.
  - Check for accuracy and edit file.
  - Maintain Confidentiality around sensitive information and terms of agreement.
  - Manage the flow of documentation within the organization.
  - Project organization's value by keeping information confidential.
  - Creating Customer Payment bills and handover to Accounts.
- **Barista/Receptionist /Cashier**  
**Starbucks**  
**Doha, Qatar**  
**2021 to 2024**
  - communicate effectively with customer.
  - Greeting visiting Customers and asking their concern.
  - Experience with operating and maintaining equipment
  - Cash handling and transaction processing experience
  - Inventory management and stocking
  - Knowledge of health and safety procedures
  - Knowledge about to making variant type of coffee.