

# Mohammed Sajid

Email: [mohd246sajid@gmail.com](mailto:mohd246sajid@gmail.com)

Mobile- +971 52 936 2998



## Career Objective:

To Strive To Become A Valuable Asset To The Company, To Build A Long Term Career In An Respectable and established Firm, With Opportunities For My Growth, To Enhance My Educational And Professional Skills In A Dynamic Workplace.

## Designation:

### POS EXECUTIVE CASHIER

## EXPERIENCE IN INDIA

**Prime Perfumes Pvt. Ltd.**  
August 2016 – MAY 2019

Sales Supervisor

Hyderabad , India

- Maintaining daily inventory of stocks, coordinating with Local distributors for arranging deliveries, track delivery orders, maintaining filing and register.

**Arif Abdul Sattar Textile Pvt. Ltd.**  
June 2019 - September 2021

Pos Executive  
(Cashier)

Hyderabad , India

- Provides Information for management by preparing short-term and Long-term product sales forecasts and special reports and Analyses; answering questions and requests.
- Managing transactions with customers using cash registers.
  - Scanning goods and ensuring pricing is accurate.
  - Collecting payments whether in cash or credit.
  - Resolve Consumer Complaints, guide them and provide relevant information.

## **Areas of Expertise:**

### **Administration:**

- Provides administrative support to managers and the general office-Staff; colleagues.
- Monitoring and improving office systems and procedures.
- Managing general correspondence, postage, company documents, statements and reports.
- Provides excellent customer service; handling queries, advice and complaints to ensure customer satisfaction and repeat business.
- Prepares and conducts searches on new customers at companies' registry.
- Active in designing, implementing, managing and improving quality and information and management processes.

### **Sales:**

- Providing information for the management by preparing short term and long term product forecasts.
- Maintaining daily inventory of stocks, coordinating with local distributors for arranging deliveries, track delivery orders

### **Public relations:**

- Having rational opinions and clarity to convey ideas
- Having the ability to perceive positivity out of every scenario and also conveying the facts to the clients, even when it's not pleasant.
- Having an appealing overall personality and helpful nature.
- Having good communication skills and ability to convey and convince and persuade, as well as being a good listener when required.
- Having regard for punctuality and the ability to handle pressure while facing deadlines.

## **Academic Qualifications**

<b><u>ACADEMICS</u></b>	<b><u>UNIVERSITY</u></b>	<b><u>PERIOD</u></b>
<b>Intermediate</b>	<b>Board of Intermediate Education TS.</b>	<b>March 2018</b>
<b>S.S.C</b>	<b>Board of Secondary Education TS.</b>	<b>March 2016</b>

## **Computer Applications**

\*Certified in short courses of MS-OFFICE.

**Personal data:**

LANGUAGE PROFICIENCY : English, Hindi, Urdu  
D.O.B : 19<sup>th</sup> April 1998  
MARTIAL STATUS : Single  
NATIONALITY : Indian  
PASSPORT NO : P5281396  
VISA TYPE : Visit Visa.  
VISA DATE OF ENTRY : 18-Oct-2021  
VISA DATE OF EXPIRY : 13-Jan-2022

.. Suitable to work in Emirate and GCC countries.

**DECLARATION :**

I, Mohammed Sajid hereby declare that the above furnished Details are true to best of my knowledge.

Date:

Place :

(MOHAMMED SAJID)