



Seek an opportunity and enhance my skill-set by working in a challenging and competitive environment while at the same time contributing to the growth and progress of the organization and to put in the best efforts towards mutual growth.

ANAS HUSSAIN

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Address: Dubai, UAE

E-Mail: anazvh6@gmail.com

Nationality: INDIAN

Passport No: V6579725

Visa status: Visit visa

Visa Expiry: (25/June/2022)

Education

Professional in Airport Management & Customer Care

APTECH, Bangalore, India, 2015

Under Graduation – Bachelor's in Business Management

Bharathiar University, Tamil Nadu, India, 2014

All India Senior School Certificate Examination

CBSE, Kerala, India, 2010

Skills

- Cash Handling
- Accounts Management
- Maintaining Registers
- Strong Product Knowledge
- Computer Software Literacy
- MS Office Word
- MS Office Power point
- Spreadsheets
- Email & Social Media
- Motivated & Dependable
- Technical & Analytical Skills
- Resourceful & Collaborative
- Interpersonal Communication

Languages

English, Arabic, Malayalam, Tamil

Experience

04/2017 to 06/2018

Accountant – Red Fort Grocery – Qatar

- Handling and Maintaining Cash register
- Greeting and communicating with customers to identify their requirements
- Assisting in product selection and packing of the items
- Taking payments from customers and providing them with the appropriate change when applicable
- Keeping track of transactions and noting discrepancies
- Processing exchanges and returns for proper inventory control
- Verify and record daily closing balances

07/2018 to 10/2020

Cashier (Insurance) – Hamad Medical Corporation - Qatar

- Communicate with strong product knowledge and understanding of customer base
- Review Accounts receivables to ensure compliance.
- Monitor customer account details for non-payment, delayed payments and other irregularities.
- Customer retention via Phone, Email, Mail or Meeting in Person
- Issuing invoices and updating customer files in the database
- Maintain billing file/records by batch in accordance with the established protocol
- Keeping track of daily closings and balancing to maintain transparency.

Declaration

I hereby declare that the above furnished information's are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.