

# CURRICULUM VITAE

**SHAIK ABDUL QADEER**

**Dubai, U.A.E**

**Mob: 052-3648859**

**Email: [abdulqadeershaik80@gmail.com](mailto:abdulqadeershaik80@gmail.com)**



**Position: Sales Personnel**

## **Objective:**

Highly reliable and dedicated sales person with a strong customer service record. An independent worker with little or no supervision with a very strong passion for his job. This position would provide me many opportunities to utilize my knowledge and skills.

## **Work Experience:**

✓ 1

### **DOHA ELECTRICALS WLL**

Position: Cashier cum Sales  
Doha, Qatar

Period (3 Years)

✓ 2

### **ADORN JEWELERS**

Position: Cashier  
India

Period (02 Years)

### **Duties and Responsibilities**

- Greeting customers
- Helping the company to meet its sales goals.
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds.
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Handle merchandise returns and exchanges Take payment in exchange of products.
- Process checks and credit card payments.
- Balance cash registers at the end of each shift.
- Check daily cash accounts.
- Making Quotations.

**Language:** \_\_\_\_\_

- English
- Arabic
- Urdu
- Hindi
- Telugu

**Education:** \_\_\_\_\_

- **Intermediate**
- **Diploma In PGDCA**
- **Tally Focus and wings**
- **Auto Cad Civil Draughtsman (2D & 3D)**

**Computer Skills:** \_\_\_\_\_

- Basic Computer Knowledge
- MS Office (Word, Excel)
- Internet Browsing
- Email Access

**Skills:** \_\_\_\_\_

- Excellent interpersonal and team work skills
- Hardworking, enthusiastic and self-motivated
- Excellent in reading, written and verbal language skills (English)
- Good communication and interpersonal skills
- Good time management and organizational skills
- Ability to build a client base
- Good customer service experience
- Good retail and commissioned sales experience
- Friendly, dedicated and can work under pressure
- Object oriented & honest
- A good learner
- Friendly & Pleasing nature.

**Personal Data:** \_\_\_\_\_

- |                  |   |                      |
|------------------|---|----------------------|
| • Passport No.   | : | P1416071             |
| • Date of Birth  | : | 07-03-1995           |
| • Gender         | : | Male                 |
| • Marital status | : | Single               |
| • Religion       | : | Muslim               |
| • Nationality    | : | Indian               |
| • Visa type      | : | Visit Visa (90 Days) |

**Declaration:** \_\_\_\_\_

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

**APPLICANT**  
**SHAIK ABDUL QADEER**