

SUHAIB RAHMAN

Cashier-Office Assistant

Sharjah, UAE

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CAREER OBJECTIVE:

Seeking position in a company where I can explore more of my talent & skills and in more creative way make use of the opportunities to grow, learn and to develop my personality and the organization.

WORK EXPERIENCE:

Cashier Cum Back Office Assistant - Al Madina Group – Sharjah, UAE (2019- 2021)

- Support for all data entry on daily basis with MS Excel
- Answering phones
- Billing and scheduling
- Assisting store manager for Stock maintenance and record keeping
- Assisting with inventory control
- Assisting and supporting management
- Processing company receipts invoices and bills
- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment

Sales Executive - Maruti Suzuki, Popular Vehicles, India (2018-2019)

- Showing customers the vehicles that are available and describing their features.
- Arranging test drives and accompanying customers on them.

- Explaining additional features such as MP3 players, air-conditioning, special body paint and upholstery options.
- Providing customers with manufacturers' brochures.
- Using manufacturers' databases to check the availability of new vehicles.
- Negotiating prices and incentives to buy.
- Discussing and arranging finance packages.
- Processing orders. Arranging registration plates, road tax and delivery.
- Updating customers about the progress of their order.
- Carrying out pre-delivery inspections before completing a handover to customers.
- Inspecting vehicles that have been brought in for sale or part-exchange and

LANGUAGES KNOWN:

English, Hindi, Arabic, Malayalam, Tamil

EDUCATIONAL QUALIFICATION:

Bachelor of Business Administration (BBA)

Higher Secondary Education (HSE-Commerce)

Secondary Education (SSLC)

COMPUTER PROFICIENCY:

- Ms office
- Ms word
- Ms Excel
- PowerPoint

PERSONAL INTEREST:

- Travelling and visiting new places and meeting new people.
- Reading, Learning languages, History and Photography.
- Likes to know about new Technologies, Gadgets, Accessories etc.

PERSONAL DETAILS:

Age : 24
Nationality : Indian
Gender : Male
Marital Status : Single

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Thanking you,

SUHAIB RAHMAN