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**AZHAR.M**

**Mob :+971 589192502,**

**+971 562596573**

**Email:azharmanathanath@gmail.com**

**OBJECTIVE**

**Aim to be associated with a progressive organization that gives me scope to apply my knowledge and skills along with my hard work and patience and to be involved as a part of a team that dynamically works towards the growth of the organization**

**VISION**

**I want to pursue my career in to obtain challenging position that enables me to learn more in Skills field and allows for advancement**

**PROFESSIONAL SYNOPSIS**

**A thorough professional with a proactive attitude, capable of thinking in and out of the box, generating new design solutions and ideas. Possess excellent interpersonal, communication and organizational skills with proven abilities.**

**WORK EXPERIENCE**

* **Working in NESTO HYPERMARKET Since 2017 to till the date**
* **Working as a CASHIER AT NESTO since 2017 to 2018**

**Job Description**

* + **Handling cash and all card transaction**
  + **Customer Dealing**
  + **Cash closing and make petty cash**
  + **Customer complaint handling for customer satisfaction**
  + **Make sales return credit note**
  + **Providing training newly Joined staffs**
* **Worked as a CASH SUPERVISOR in NESTO since 2018 to 2019**

**Job Description**

* **Direct customer service**
* **Customer complaint handling for customer satisfaction**
* **Controlling staff work**
* **Preparing staff duty schedule and manage the staff**
* **Clearing all cash counter issues**
* **Make sales return credit note voucher.**
* **Cashiers Cash closing.**
* **Preparing bank cash and depositing shift cash sale to bank**
* **Worked as a ACCOUNT ASSISTANT IN NESTO 2019 to Till the date**

**Job Description**

* **Handle the software SAP**
* **Stock updating the system**
* **Invoice receiving and update the system.**
* **Vendor fund release**
* **Scan all invoices and update Head office server.**
* **Physical stock auditing and update system**
* **Clear the month end work (check and tally for the statement)**
* **Prepare stock report and analyze.**

**EDUCATION**

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| --- | --- | --- | --- |
| **Course** | **Board/University** | **Institution/School** | **Year of Study** |
| **BSC computer Science** | Kerala university | ARM COLLEGE MANJERI | 2013-2016 |
| **12th** | Kerala HSC board | GOVT HSS CHERAPURAM | 2011-2012 |
| **10th** | SSLC | VHSS CHERAPURAM | 2010 |

**COMPUTER PROFICIENCY**

* **Microsoft Office (Word, Excel, Power Point)**

**CAREER SKILLS**

* **Highly committed,reliable, responsibleand hard working**
* **Eager to learn,innovative,creative and ambitious**
* **Good organizational and interpersonal skills with leadership qualities**
* **Capable of working effectively under pressure and managing stress while producing work environment**
* **Good communication skills**
* **Fine analytical and logical reasoning**
* **Job oriented personality**

**LANGUAGE SKILLS**

* **Malayalam – Native Language**
* **English – Read, Write & Speak**
* **Hindi – Read &Write-Speak**

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| **PERSONAL DETAILS** | **PASSPORT DETAILS** |
| Father’s Name : HAMEED  Nationality : Indian  Religion : Islam  Marital Status : single  Date of Birth : 02/04/1995  References :Available On Demand | Passport No. : M2614342  Place of Issue : Dubai  Date of Expiry : 07/10/2024  Permanent Address :Manathanath-(House)  Velome Peruvayal (Po)  Kuttiady (vie)  Kozhikkode (dist)  INDIA |

* **Arabic – Read & Write**

**DECLARATION**

**I solemnly declare that, the above statements are true to the best of my knowledge**

**AZHAR.M**