

JAHID HASAN ANIK

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EDUCATION

Bachelor of Arts (BA)

Canadian University of
Bangladesh | February 2023
Major: English Literature

IELTS Certification (Strong
English communication skills –
written and spoken)

SOFT SKILLS

✓ **MS Office: Excel** (Data
entry with formulas and basic
reporting tasks), **Word**
(Document creation and
formatting. Typing speed
around 38 words/minute),
PowerPoint (Creating
professional presentations
and reports.)

✓ **POS Systems** : Processing
Sales transactions, Day open
and Closing, inventory
management and new
product entry with barcode,
etc.

✓ **Social Media
Marketing**: SEO, Google
Analytics, Paid Ads, Content
Creation, Branding, Graphic
Design

✓ **Data Analysis &
Community**

KEY COMPETENCIES

- Cash Handling
- Customer Service Excellence
- Time Management &
Multitasking
- Merchandising & Stock
Management
- Upselling & Cross selling
- Effective communication &
Interpersonal Skills
- Problem-Solving & Conflict
Resolution

Personal Information

Nationality : Bangladeshi
DOB : 17th May 2000.
Religion : Muslim
Marital Status: Single
Visa Status: Transferable

PROFESSIONAL SUMMARY

Dynamic and customer-focused retail professional with hands-on experience in sales, cashier operations, and front-line service delivery. Known for driving revenue growth through persuasive sales techniques, engaging product presentations, and a commitment to customer satisfaction. Experienced in maintaining organized store environments, supporting smooth daily operations, and responding to customer needs with efficiency and professionalism. Brings strong interpersonal skills, a team-oriented mindset, and a passion for delivering exceptional retail experiences.

EXPERIENCE

Retail Associate – Cash & Sales

January 2024 – Present

Aliza Aayan Trading WLL – Doha, Qatar

- Assisted customers with product selection and provided basic information on nuts and dry fruits.
- Processed sales transactions efficiently, including handling cash and card payments; managed product weighing, packing, and labeling.
- Maintained clean product displays, restocked shelves, and ensured a tidy shop environment.
- Monitored inventory levels and reported low stock to the supervisor for timely replenishment.

Front Desk Receptionist and Cashier -

April 2023 – November 2023

Monjil Travels – Dhaka, Bangladesh

- Collect payments whether in cash, cheque, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintained a clean and organized cashier station, complying with hygiene and brand standards.
- Answer customers' questions and provide information on procedures or policies.
- Compute and record totals of transactions.
- Resolve customers' complaints, guide them and provide relevant information.
- Keep the Customer details with proper information

Cashier & Sales Assistant (Part Time) -

February 2021- March 2023

Moon Pharma – Dhaka, Bangladesh

- Provided prescribed medicines and healthcare products to customers
- Processed cash and card payments accurately and handled daily sales transactions.
- Monitored product expiry dates, restocked shelves, and maintained organized displays.
- Ensured cleanliness and compliance with health and safety standards.

Other Experience: Valid Qatar Driving License

REFERENCES

[Available upon request.]