



Mirza Shafeequr Rahman Baig

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognize the value of hard work and trusts me with responsibly and challenges.

EDUCATION

- Master of Commerce**
Shibli National PG College
VBS Purvanchal University
2015 up (India)
- Bachelor of Commerce**
Shibli National PG College VBS
Purvanchal University 2013 up
(India)

CERTIFICATE

Educational National Institute of Technology New
Delhi CCC – Grade A
Proficiency / Computers
Ms Office Ms Excel

WORK EXPERIENCE

Company: Al Jawhara
Location: Dubai (UAE)
**Position: Sales cum Cashier and Customer
service Duration: 1 Year still working**

- Organize office and assist associates in ways that optimize procedures.
- Identify and assess customers' needs to achieve satisfaction
- Provide accurate, valid and complete information by using the right methods/tools.
- Meet personal/customer service team sales targets and call handling quotas.
- Sort and distribute communications in a timely manner.
- Create and update records ensuring accuracy and validity of information.
- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortages.
- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Greet customers when entering or leaving the store.

PERSONAL DETAIL

Date of Birth
03/12/1992

Nationality
Indian

Gender
Male

Marital Status
Married

Religion
Islam

LANGUAGE

 **LANGUAGE**
English

Urdu

Hindi

Arabic (little)



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PASSPORT DETAILS

Passport No

R9860397

Place of Issue

Lucknow

Date of Issue

22/05/2018

Date of Expiry

21/05/2028



OTHER SKILLS

- Prepare Excel Sheets
- Make Invoice, Quotation
- Handling Cash
- Print, Scan, Mail



STRENGTHS

- Diplomatic and positive
- Leadership and communication skills
- Coordinating skills
- Team player
- Ability to multitask
- Decision making

Company: Al Horia Stationary

Location: Dubai

Position: Sales,cashier & Customer

Service Duration: 3 Years

- Perform informal and formal needs assessments for each customer to recommend appropriate goods and services.
- Develop a rapport with customers, demonstrating a friendly and helpful manner to put them at ease.
- Maintain a neat and clean appearance to represent a positive image of the company and its brand at all times
- Participate in training and professional development and put new skills to immediate and meaningful use
- Foster a positive and pleasant working relationship with members of the customer service sales team.

Company: National Institute Delhi

Location: Delhi (India)

Position: Account Assistant

Duration: 1 Year

- Post and process journal entries to ensure all business transactions are recorded.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Preparing profit and loss accounts sheets.
- Invoice processing and filing.
- Updating and maintaining procedural documentation.



SKILLS

- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Extremely organized in a manner that is easily read by others.
- Ability to develop myself.
- Ability to gain new skills.
- Excellent Communication.
- Hard working & Trust Worthy.
- Self- motivated with excellent.
- Problem solving.
- Quick Learner.
- Full adjustment within the team work.
- Respect for the views of others.
- Believe in coordination & teamwork.