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MD SADDAF HUSAIN

OBJECTIVE To Obtain position that will allow me to utilize my experience and willingness to learn in making an organization successful.

SKILLS & ABILITIES **ADCA (ADVANCE DIOLOMA IN COMPUTER APPLICATION)**

- ☞ TALLY PRIME
- ☞ MS OFFICE
- ☞ MS EXCEL
- ☞ MS WORD
- ☞ MS POWERPOINT
- ☞ DATA ENTRY
- ☞ QUICK BOOK ACCOUNTING
- ☞ SAP (Systems Applications and Products in Data Processing)
- ☞ KYP FROM BIHAR SKILL DEVLOPMENT MISSION

EXPERIENCE **RELIANCE RETAIL PVT LTD**

10 OCT 2019 TO 28 FEB 2024

DESIGNATION: HEAD CASHIER, C&A

JOB PROFILE

- ❖ CASH Tally Store Opening & Closing, Bank, CMS, Deposit
- ❖ All Expenses Entry in POS.
- ❖ Daily Scheme & Offers, Promotion checks through POS & Action Taking.
- ❖ Take Care of Cash Tills & Customer Service.
- ❖ Responsibility For all Team & Team Work.
- ❖ Planning innovation ways to increase the Basket value verse the leave of Customer Service.

- ❖ Checked the Floor movement Register, Attendance Sheet, Maintaining Stock Requirement Register.
- ❖ Inventory & Stock Replacement Management execute Localized Sales Promotion activities & checked Updated Price Board on the Product.
- ❖ Ensure Exchange are minimum and within norms Monitoring stock Turnaround time.
- ❖ Exchange policy.
- ❖ Physical Counting (System vs Stock Inventory)
- ❖ Excellent Communication Skills.
- ❖ Train & Motivate Staff to Deliver best Customer Service.

CUSTOMER SERVICE

- ❖ Increase Customer Entry through incentive during off peak customer entry time and tips for customer cross over.
- ❖ Customer Relation.
- ❖ Product sale
- ❖ Customer Relationship Management

EDUCATION

- ☞ Matric from BSEB Board Patna in 2013
- ☞ Intermediated from BSEB Board Patna in 2016
- ☞ Graduation B.COM Account (Hon's) from TMU Bhagalpur in 2019
- ☞ Pursing MBA in finance & Marketing on Mangalayatan University.

COMMUNICATION

These communication skills include everything from conveying information or persuading others to public speaking and dealing with customer complaints.

LEADERSHIP

Leadership skills are key qualities and abilities that allow managers to guide teams efficiently and meet organizational goals. The skills of a leader include great interpersonal skills, effective communication, strategic thinking, negotiation, conflict resolution, and similar.

REFERENCES

NITESH KUMAR PANDEY

DEPARTMENT MANAGER, RELIANCE RETAIL PVT LTD

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LANGUAGE

HINDI & ENGLISH

DECLARATION

I hereby declare that all the details furnished here are true to best of my knowledge and belief.