

**AMIT SHARMA**

**Cashier / Front Desk Executive**

**Email:** [amit37490@gmail.com](mailto:amit37490@gmail.com) | **Mobile:** +974 71761910

**Visa:** Employment Visa | **Nationality:** Indian | **Location:** Qatar



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## **CAREER SUMMARY**

Customer-focused Cashier and Front Desk Executive with experience in fast-paced food & beverage and retail environments in Qatar. Skilled in cash handling, POS operations, customer interaction, and issue resolution. Reliable, disciplined, and committed to delivering excellent service while maintaining accuracy and professionalism.

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## **CORE SKILLS**

- Cash Handling & Cash Reconciliation
- POS System Operations
- Front Desk Operations
- Customer Service & Complaint Resolution
- Billing & Payment Processing
- Order Taking & Coordination
- Record Maintenance
- Team Collaboration
- Time Management
- MS Word & Excel (Basic)

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## **PROFESSIONAL EXPERIENCE**

**Cashier / Front Desk Executive | Souq Al Baladi – Tea Time, Qatar**

**Duration:** 25 March 2023 – Present

- Manage daily cash counter operations including cash, card, and digital payments.

- Operate POS systems accurately for billing and order processing.
  - Welcome customers and handle front desk responsibilities professionally.
  - Resolve customer queries and complaints efficiently to ensure satisfaction.
  - Coordinate with kitchen and service staff for timely order preparation and delivery.
  - Maintain cleanliness and organization of cashier and front desk areas.
  - Follow company policies, hygiene standards, and safety procedures.
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### **Workshop In-Charge | Sharma Motorcycle Workshop, India**

**Duration:** Till Date (Father's Workshop)

- Assisted in managing day-to-day workshop operations and service workflow.
  - Handled customer interactions, service explanations, and issue resolution.
  - Prepared quotations and service-related documentation.
  - Coordinated with suppliers for spare parts availability and timely delivery.
  - Liaised with insurance companies for accidental and damage-related claims.
  - Supported quality control, safety standards, and customer satisfaction.
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### **EDUCATION**

**Graduation** – 2014

North Bengal St. Xavier's College, Rajganj, India

**Higher Secondary (+2)** – 2009

Air Force School, Bagdogra (CBSE), India

**Secondary (10th)** – 2007

Air Force School, Bagdogra (CBSE), India

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### **ADDITIONAL INFORMATION**

- **Languages:** Hindi, English, Nepali, Bengali
- **Passport No.:** V0968101 (Valid till 15/03/2031)

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**Declaration:** I hereby declare that the above information is true and correct to the best of my knowledge and belief.