



ZAMEER

YOOSUF

PROFILE

Experienced professional with over 3 years of experience in Customer Service, data Entry and Cash Handling. Possessing a strong commitment to quality customer service, superb communication skills, and a proven ability to resolve problems efficiently. Additionally, a well-skilled and hardworking Cashier, ensuring the successful completion of every project.

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 zammym1999@gmail.com

 AL SADD, DOHA, QATAR .

Experience

- ENGLISH
- TAMIL
- SINHALA
- MALAYALAM

Expertise

- **Microsoft office**
 - Ms Words
 - Ms Excel
- **POS SYSTEM**
- **ORACLE SYSTEM**
- **Cash Registry**
- **Google Workspace**

Experience

International House of pancake (IHOP) (Inventory Assistant) (10/2022-11/2024) in QATAR.

- Maintain an organized system to monitor quantities, locations, and stock rotation.
- Monitor stock for expiration dates, ensuring older items are used first (FIFO - First In, First Out).
- Assist in reordering supplies based on usage trends or minimum stock levels.
- Receive deliveries, verify items received against orders, and store products properly.
- Maintain accurate records of inventory levels, stock movements, and purchases.
- Update inventory systems (manual or software-based) to reflect current stock levels.
- Ensure products are stored properly (e.g., correct temperature and humidity) to maintain their quality.
- Regularly check stock for spoilage or damage.
- Generate inventory reports to inform managers about current stock, potential shortages, or excess inventory.
- Assist in audits and stocktaking.
- Work closely with the kitchen or operations team to anticipate inventory needs based on planned menus or upcoming events.

Mahaseel Company for Marketing and Agricultural Services. (Receiving Administrator) (12/2024- Present) in QATAR.

- Managed incoming shipments, verifying purchase orders and ensuring that received items matched shipping documentation (purchase orders, delivery notes, or invoices).
- Coordinated with vendors and internal departments to ensure timely and accurate delivery of goods.
- Maintained accurate receiving logs and inventory reports, ensuring that all data was updated in real-time in the inventory management system. organizational records, both digital and physical.
- Label, tag, or direct materials to appropriate storage or departments.
- Coordinate with purchasing and warehouse teams to ensure timely processing.
- Worked closely with the warehouse team to ensure proper storage and handling of received goods.
- Ensure receiving area is clean, organized, and compliant with safety standards.
- Assist with cycle counts or inventory audits as needed.
- Familiarity with inventory software (e.g. Oracle)

Skills

- Customer Service
- Cash Handling
- Quality Focus
- Documentation
- Multitasking
- Ability to Analyze Data
- Attention to detail
- Mathematical proficiency
- Effective communication
- Analytical thinking
- Receiving & Inventory Management
- Data Entry & Record Keeping
- Compliance Management
- Teamwork
- Time management
- Leadership

Personal Details

- **Name : ZAMEER YOOSUF**
- **DOB : 09/09/1999**
- **Gender : Male**
- **Civil Status : Single**
- **Nationality : Sri Lankan**
- **Availability : VALID QID (12/2025)**
WITH NOC

Awards

- **IHOP SUPERSTAR Badge**
- **IHOP BEST Performer Badge**
- **Employee of the year (2021)**

MATRIX TRAVELS AND TOURS (PVT) LTD. (Cashier cum Admin) (03/2020-05/2022) in Sri Lanka.

CASHIER:-

- Processing sales transactions, including receiving payments from customers, issuing receipts, and providing change.
- Operating cash registers, POS systems, or other payment processing equipment.
- Handling cash, credit card transactions, and other forms of payment accurately and securely.
- Balancing cash drawers at the beginning and end of shifts to ensure accuracy.

ADMINISTRATIVE:-

- Performing general administrative tasks such as answering phone calls, responding to emails, and handling correspondence.
- Assisting with scheduling appointments, meetings, and reservations.
- Maintaining filing systems and organizing documents, records, and other administrative materials.
- Assisting with data entry, report generation, and other clerical duties as needed.
- Providing administrative support to other departments or team members as required.
- Support CRMs in managing and developing customer relationship

Educational and Professional Qualifications

SALES & MARKETING - (03/2024)

CATALYST EDUCATION IN QATAR

DIPLOMA IN INFORMATION TECHNOLOGY (IT) - (05/2020)

ASIAN BUSINESS COLLEGE IN SRI LANKA

HIGH SCHOOL ADVANCE LEVEL (A/L) - (2016-2018)

ALIGHAR NATIONAL SCHOOL CENTREL COLLEGE
(ENGINEERING TECHNOLOGY)

CERTIFICATE IN BEGINNER EXCEL - (2023)

EDUONIX

FUNDAMENTALS OF DIGITAL MARKETING - (2023)

GOOGLE.

ORDINARY LEVEL (O/L) - (2015)

ALIGHAR NATIONAL SCHOOL CENTER COLLEGE.