



CURRICULUM VITAE

ABDUL MALIK .M

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CAREER OBJECTIVE

To Grab a Position in Cashier/Counters Sales/Document Controller/ that Offers an Opportunity to Make a Powerful Contribution to Organizational Objectives through Continuous Development of Professional Skills. Willing to Work in Challenging & Creative environment.

EDUCATION QUALIFICATION

Course : SSLC

SPECIAL SKILLS

- Strong communication in Malay
- Maintained of accounts books
- Co coordinating sale team
- Updating stock available
- Enter all transaction in Excel
- Preparing invoice and inventory
- Maintaining Customer details
- Long driving and Heavy driving

PERSONAL DETAILS

Father Name : Mohamed Gani
Date of Birth : 22nd June 1989
Nationality : Indian
Material Status : Married
Language : English, Malay, Tamil
Passport Number : P6258517
License : India License
Address : Deira-Dubai

Visa Status:

Visit Visa - [Expires on 10-Feb. -2022](#)

CAREER EXPERIENCE

SALES MAN - Kashifa trading Johor Bahru Customs.

JB Centre - **Malaysia.**

- Worked as a Cashier cum Salesmen from Oct- 2012 To Dec-2020.

Roles & Responsibilities:

- Managed excellent customer service at all times.
- Strong knowledge of sale team and organizational planning.
- Open and closed the store. This included counting cash drawing and making bank deposits.
- Checked prices and promotional rates for customs.
- Answered customer questions and concerns to the best of my ability.
- Worked with the mission of the company in mind and served as a dedicated and enthusiastic part of the sales team.
- Balances cash drawer by counting cash at beginning and end of work shift
- Handling banking transactions.
- Collecting payments by accepting cash, check, or change payments from customers; making change for cash customers.
- Design special sales and displays to move overstock and underperforming.
- Determining the right quantities and process for all product lines and ranges
- Customer help with special orders and home design requests.

DRIVER

- Worked as a Personal driver and Travels driver,
14 Years' Experience in **India.**

Roles & Responsibilities:

- Follow all state regulations while operating a vehicle
- Conduct routine maintenance, such as checking oil levels and inspecting tire pressure.

Maintain Vehicle cleanliness on a daily basis.

DECLARATION

I hereby declare that information given above is true and best my knowledge

ABDUL MALIK. A.M