

BIODATA

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Carrier Objective

To become a competent & dynamic professional working in an organisation that places high value on professional growth for self motivated individuals seeking challenging assignments for responsible positions.

Key Skills:

- Self Motivation
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities
- Ability to deal effectively with multicultural environment.

Educational Qualifications:

- SSLC(Secondary School Leaving Certificate)
- Plus Two(Commerce)
- ITI(NCVT-A/C Mechanical Engineering)

Computer Skills:

- Basic Knowledge of Computer

Professional Experience:

Organization : **Sree Lakshmi Electricals**
Position : **Billing & Accounting**
Duration : **2018-2020**

➤ **Milma Sales Executive**

Duties & Responsibilities

- Greet customers when entering or leaving establishment
- Assisting shoppers to find the goods and products they are looking for.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.
- Informing the customer for all the offers and promotions going on.
- Giving advice and guidance on product selection to customers.
- Handle cash, credit or check transactions with customers.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain clean and tidy checkout areas.

Personal Details:

Date of Birth	:	25/09/1998
Nationality	:	Indian
Marital status	:	Single
Gender	:	Male
Languages	:	English, Hindi, Malayalam, Tamil, Arabic

Passport Details:

Passport No	:	S 5036216
Date of Issue	:	30/07/2018
Date of Expiry	:	29/07/2028

Assets:

Good understanding of Human Behaviour, keen desire to achieve Success, Self Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

Declaration:

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Muhammad Shafeeq KM

