

CURRICULUM VITAE

SIKKANDAR A

Phone: +971 50 905 4832 (UAE)

E-mail: sikkandarazee1@gmail.com



OBJECTIVE

Seeking an exciting and challenging position as an Office boy and Supermarket sales associate, cashier in a company where my skills and knowledge can be used to the fullest.

EDUCATIONAL QUALIFICATION

STATE BOARD OF HIGHER SECONDARY SCHOOL

@ 2016

S. I (BMS) HR.SEC.SCHOOL., at Tamil Nadu, India.

@ 74%

EXPERIENCE

OFFICE BOY (1 YEAR)

- ☐ Worked as an “OFFICE BOY” from August 2020 to November 2021 in QASWA Cab & Transport., at Tamil Nadu, India.
- ☐ Company Detail: Company doing Cab rental & Transport works.

CASHIER PART TIME (1 YEAR)

- ☐ Worked as an “CASHIER” from Feb 2019 to March 2020 in MAN Super Market., at Tamil Nadu, India.
- Company Details: Company doing all things of Groceries.

JOB DUTIES AND RESPONSIBILITIES

- ☐ General office duties to include filling, typing, and answering phones in the office.
- ☐ Collecting some parcels from mail room & distribute.
- ☐ Performing office boy duties such as preparing and maintaining documents, invoices, and logbook entries.
- ☐ Arranging coffee's, tea's for the meetings.
- ☐ maintained the front desk and reception area in a neat and organized fashion.
- ☐ Extensive experience of product sales, customer service activities and cashier in a supermarket store.
- ☐ Familiarity with managing, checking, and reconciling balance cash drawer.

- ☐ ability to interact with all customers, in a friendly and helpful manner.
- ☐ processed payment transactions and bagged customer purchase, promptly and properly.

COMPUTER LITERACY

- ☐ Microsoft Office Applications: **Word, Excel, PowerPoint.**
- ☐ Designing Software : **Photoshop**

SKILLS

- ☐ Planning and coordination
- ☐ Calm under pressure
- ☐ Strong work ethic
- ☐ Supervision
- ☐ Customer service excellence
- ☐ Problem solving
- ☐ Money handling
- ☐ Flexible schedule
- ☐ Excellent multi-tasker

PERSONAL PROFILE

- ☐ Date of Birth : 28/05/2000
- ☐ Marital status : Single
- ☐ Nationality : Indian
- ☐ Language Known : English, Tamil
- ☐ Passport No : U9087504
- ☐ Visa Type : Visit Visa

DECLARATION

I hereby declare that all the information furnished above are true to the best of my Knowledge and belief.

(SIKKANDAR A)