

ABDUR RAHMAN.M.A

Dubai

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Career Objective

To secure a challenging and exciting career in an esteemed organization and put to use my talents and skills to the overall development of myself as an individual and more towards the society and my surroundings in a larger sense.

Professional Skills

- Good Knowledge in Accounts.
- Excellent communication and interpersonal skills.
- Fast learner and independent with strong leadership and critical thinking skills.
- Sound ability to work on multiple projects independently.

Work Experience

1. Waiter cum Cashier

Panorama Grand Hotel – Dubai, UAE (Sep 2018 to Dec 2019)

2. Cashier

Dizart Constructions Pvt.ltd – Tamilnadu, India (Jan 2020 to Sep 2021)

Job Responsibilities:

- Handle cash, credit or check transactions with customers.
- Scan goods and collect payments.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering or leaving establishment.
- Maintain clean and tidy checkout areas.
- Keep reports of transactions.
- Pleasantly deal with customers to ensure satisfaction.

Academic Qualification

Bachelor of Commerce (B.com)

NETHAJI SUBASH CHANDRA BOSE COLLEGE – Tamilnadu, India.

2017

Software Proficiency

- Tally ERP9
- MS Office
- WordPad

Areas of Interest

- Accounts
- ERP Works
- Data Entry

Extracurricular Activities

- Participated in National Scheme Service (NSS) and Youth Red Cross (YRC).

Personal Details

Date of Birth	:	15 th Oct 1995
Father's Name	:	M.M. Abdul Rahim
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Tamil, Malayalam, and Hindi.
Passport number	:	P8783381
Visa Status	:	Visit visa valid till Mar 2 nd 2022

Declaration

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

M.A.ABDUR RAHMAN