

CURRICULUM VITAE

SHIFAD P H

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Objective

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

Work Experience

Company Name : Nesto Hypermarket, Burj Nahar Mall, Dubai
Email : info@nestogroup.com

Position Held : Cashier
Duration : 04 August 2022 - Still working

Responsibilities

- Welcoming customers entering the store in a warm and professional manner
- Assisted 100+ daily customers with checkout, answering questions
- Collaborated with many other cashiers, offering assistance to other teammates during busy times
- Responsible for cash register duties and make sure cash proves at the close of the business day
- Handle cash and card payment transactions accurately and efficiently
- Stay updated on product knowledge and sales promotions

Company Name : Rich Dad BPO, PV COMPLEX, HIMALAYA STORE BUILDING, AYYANTHOLE
Email : info@richdadbpo.com
Office No : 8129125396
Position Held : Accountant with cashier
Duration : January 5TH 2018 February 20th 2020

Responsibilities

- ❖ Responsible for entire Accounting / Document Management and clerical jobs of the company.
- ❖ CASH HANDLING DECISIVE HEAD CASHIER 3 + YEARS OF EXPERIENCE PROVIDING EXCECCENT CUSTOMER SERVICES AND DAILY ACCOUNT
- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Make profit & Loss report and submit to the Manager.
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ Keep and track all company related documents like, Proposals, Purchase orders, and Retrieve them in no time, when required by the relevant employees.
- ❖ Installation and back up of Tally.
- ❖ Urgent maintenance of computer hardware and software up gradation etc.

Company Name : HYGEA- MED LABORATORIES **Position Held**
: DATA ENTRY OPERATOR, MEDICAL BILLING
Duration : October 2020 to June 2022

Responsibilities

- ❖ Collect payments whether in cash or credit.
- ❖ Manage transactions with customers using cash registers.
- ❖ Scan goods and ensure pricing is accurate.
- ❖ Handling daily cash
- ❖ Entering daily data work
- ❖ Daily submit cash statement manager.
- ❖ Entry current patient demographic information enter the billing.
- ❖ Responsible for telephone calling attending solve the daily customer problems
- ❖ Performance accounting assistant assigned
- ❖ Produce monthly records uc advanced excel spread sheet
- ❖ Maintaining inventory documentary aiming to use knowledge and experience to effectively to manager

Educational Qualifications

Course	University/Board
INTERNATIONAL ACCOUNTS	INSTITUTE OF INTERNATIONAL ACCOUNTANTS
B.Com	Calicut University
+ 2 (12 th Standard) (Commerce)	Board of Higher Secondary Examination
SSLC	Kerala State Education Board

Computer skills

Microsoft office, Tally with GST, Peachtree, Customized Account Management software, Data operator, computer Technician, Computer Software and Hardware

Personal traits

Ability to learn things fast
Takes responsibility, creative
Self-confident with positive mind set, Team work skill, Motivation self-Confident Community punctuality Attention and
Details

Languages Known

English, Malayalam, Hindi, Tamil

Personal Information

Contact No : 056 1647362, 050 1456467
Sex : Male
Date of Birth : 10th October 1993
Nationality : Indian
Place : Sharjah, U A E
Religion & Community : Islam, Muslim
Languages Known : English, Hindi and Malayalam
Marital status : Single
Passport No : M 0239194
Visa Status : Company Visa.

References

1. Nesto Head Quarters

Cashier & Office Assistant

New Al Taawun Road
Sharjah, United Arab Emirates
Email: info@nestogroup.com

2. Rich Dad BPO

Accountant with Cashier,

PHONE: 8129125396
Email: info@richdadbpo.com

3. HYGEA MED LABORATORIES

Data entry operator with Medical billing

PHONE: 8590600638
Email: molecularhygea@gmail.com

DECLARATION

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

Shifad P H

Place: Sharjah, U A E