



MUHAMMED RAZIQUE K K

CASHIER /
ADMINISTRATIVE ASSISTANT /
RESERVATION STAFF

ABOUT ME

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

CONTACT

Address:

India,Kerala
Currently Abu dhabi

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razik.razi443@gmail.com

PERSONAL DETAILS

Birthday : 14 th April 1995

Relationship : Married

Nationality : Indian

Languages : English,Hindi,Tamil,
Malayalam

EXPERTISE

ADOBE PHOTOSHOP
MS OFFICE
MS EXCEL
MS POWERPOINT

EXPERIENCE

CASHIER 2016-2018

B MART HYPERMARKET/ KANNUR,KERALA

- Maintained awareness of surroundings and secured cash to minimize loss potential
- Monitored and served as a visual deterrent while cheerfully interacting with customers and providing products and service information, resolved the service issues, and addressed safety concerns
- Provided exceptional customer service, through means of efficient, prompt transactions

ADMINISTRATIVE ASSISTANT 2019-2020

WOMANHOOD CARES/CALICUT,KERALA

- Oversaw a range of administrative functions,such as product registration,answering incoming phone calls,addressing customer inquiries,generating reports,and managing various office files and records
- Maintained utmost discretion when dealing with sensitive topics
- Trained 3 office assistants on office etiquette and procedures

RESERVATION STAFF 2021-2022

FLYWORLD TRAVEL & TOURS /EDAPPAL,KERALA

- Answer inquiries regarding such information as schedules, accommodations, procedures, and policies
- Contact customers or travel agents to advise them of travel conveyance changes or to confirm reservations; prepare customer invoices, and accept payment
- Make and confirm reservations for transportation and accommodations, using telephones, faxes, mail, and computers
- Provide clients with assistance in preparing required travel documents and forms

EDUCATION

2012 - 2015

B.A SOCIOLOGY

(PSYCHOLOGY,POLITICAL SCIENCE)

University of calicut

2011 - 2012

COMMERCE

(COMPUTER APPLICATION)

**Completed from College of commerce, kannur,
under state board of kerala**