

SUMMARY

I want to have the opportunity to change my career path for my growth potential and new challenges while making a significant contribution to a respected organization using the skills, I already have like communicating and assisting clients with excellence, which were key parts of my experience

EXPERIENCE

Al Naser Electro-Mechanical Contracting Est.

Sales Coordinator/ Procurement

Abu Dhabi, UAE

2021 - 2022

- Responsibilities:
 - Register enquiries, and prepare quotation to submit to clients
 - Follow up orders from clients and negotiate with them
 - Receive & process the client orders
 - Assist in deliveries and payment collection.

Furnwa Agina Restaurant

Cashier

Abu Dhabi, UAE

2018 – 2020

- Responsibilities:
 - Greet customers politely
 - Take & process orders from customers
 - Cross sell other food products
 - Upsell new food menu to the customers
 - Receive payments from customers via cash or card
 - Relay customer's order to the kitchen staff
 - Ensure all orders are delivered to the customers in a timely manner.
 - Tally money in the cash drawer at the beginning and end of each work shift.
 - Place food orders in the appropriate bags and boxes for take aways.
 - Respond to customers inquiries, issue receipts, and record customer suggestions.
 - Clean and arrange eating, service, and kitchen spaces.
 - Assist other restaurant staffs when needed.

The Abu Kaf Foundation

Cashier

Madaba, Jordan

2014 –2018

- Responsibilities:
 - Greet customers as they arrive at the supermarket
 - Provide customers with information on daily deals and discounts.
 - Assist customers in finding their choice of the items or escort them to the right shelves.
 - Stick shelves following the supermarket policies and make sure that any out-of-stock product is informed to the supervisor.
 - Answer customer queries regarding products and deliveries.
 - Guide the customers throughout the shopping process.
 - Perform cashier duties by handling cash and card payments.
 - Attach pricing labels to items before placing them on shelves.
 - Ensure that the product section is replenished with the fresh items continuously.
 - Receive delivery of supermarket merchandise and make sure that all items are stored and stacked properly.
 - Ensure that any price changes are put on items immediately.

Bilal Ahmed Musleh Abu Kaf
Applicant



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CONTACT INFO

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PERSONAL DATA

Date of Birth March 30, 2000
Place of Birth Madaba, Jordan
Height 5'8
Weight 90kgs
Status Single
Religion Muslim

EDUCATION

- **Zaid IBN Haratha Public School**
Secondary School
- **Al Rashad Private Schools**

SKILLS

Attention to detail
Active Listening Skills
Customer Service
Positive Attitude
Has time management
Teamwork
Interpersonal Skills
Problem-solving skills
Critical Thinking Skill
Communication
Decision Making
Fast Learner
Goal – Oriented
Good decision maker
Flexible
Ability to multitask
Leadership
Has Initiative
English Proficiency
Computer Literate