



## MIRZA MUBASHEER ALI BAIG

Mobile - +971-544785163 | [Email- mirzamubasheer295@gmail.com](mailto:mirzamubasheer295@gmail.com) | Dubai ,UAE.

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### SUMMARY

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- Seeking a suitable position in a company where i can prove and improve my skills and became asset to the organization with a challenging and rewarding career.
- 4 +years of experience as Cashier
- Possess excellent communication Skills, Flexible, Cash Management skills, Guest Relations, Passionate for sales, Negotiation skills, smart & presentable & Customer service skills.

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### TECHNICAL SKILLS

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- **Operating System** : Windows 7 & 10
- **Software** : MS- Office ,Internet & Email
- **Accounting Packages** : Tally, POS knowledge.

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### PROFESSIONAL SUMMARY

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1. **M S M Computers & Accessories, Hyderabad , India**  
**Cashier**

| April 2019 - Sep2023.

#### JOB RESPONSIBILITES

- Greet and Welcome customers, Answer queries and assist them with their requirement.
- Responsible for handling day-to-day activities of the store.
- Accept payment in Cash , Card & Online transfers (Paytm ,Gpay) and return the correct Change.
- Handling returns, exchanges and complaints.
- Deposit Cash / Cheques to Bank account on daily basis.
- Issue receipts for payments received.
- Maintain adequate change denominations in the cash drawer and request additional change.
- Tally money in the cash drawer at the beginning and end of each work shift.
- Bag, box, or wrap packages, Maintain clean and tidy checkout areas

2. **JMS Documents Registrations & Typing Centre-, Hyderabad, India.**

**Administrative Assistant**

| Feb 2017 – Feb 2019

#### JOB RESPONSIBILITIES

- Perform administrative duties such as filing, typing, copying, laminating, binding, scanning, etc.

- File documents in physical and digital records
- Checking for accuracy and editing files, like contracts
- Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are upto
- date
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Retrieve files and documents as requested by clients and manager.
- Print and distribute documents as needed • Scan and upload documents according to company
- procedure
- Handle records across various departments
- Other additional duties as and when assigned by the manager.

## **ACADEMIC QUALIFICATION**

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- Bachelors of Commerce from Symbiosis University 2016, Hyderabad, India.

## **PERSONAL DETAILS**

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- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Hindi, telugu & Urdu
- Passport Number : T8135502
- Visa Status : Visit Visa till Jan 7 ,2024
- Notice : Immediate

**MIRZA MUBASHEER ALI BAIG**