



Mirza Shafeequr Rahman Baig



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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognize the value of hard work and trusts me with responsibly and challenges.



EDUCATION

✿ Master of Commerce

Shibli National PG College
VBS Purvanchal University
2015 (India)

✿ Bachelor of Commerce

Shibli National PG College
VBS Purvanchal University
2013 (India)



CERTIFICATE

Educational National Institute of Technology
New Delhi CCC – Grade A

Proficiency / Computers

Talley ERP9, Ms Excel, Ms Word



WORK EXPERIENCE

Company: Al Horia Stationary

Location: Dubai (UAE)

Position: Archive Clerk cum Cashier

Duration: 3 Years

- ✿ Organize office and assist associates in ways that optimize procedures.
- ✿ Identify and assess customers' needs to achieve satisfaction
- ✿ Provide accurate, valid and complete information by using the right methods/tools.
- ✿ Meet personal/customer service team sales targets and call handling quotas.
- ✿ Sort and distribute communications in a timely manner.
- ✿ Create and update records ensuring accuracy and validity of information.
- ✿ Schedule and plan meetings and appointments.
- ✿ Monitor level of supplies and handle shortages.
- ✿ Managing transactions with customers using cash registers.
- ✿ Scanning goods and ensuring pricing is accurate.
- ✿ Collecting payments whether in cash or credit.
- ✿ Issue receipts, refunds, change or tickets.
- ✿ Greet customers when entering or leaving the store.



PERSONAL DETAIL

Date of Birth

03/12/1992

Nationality

Indian

Gender

Male

Marital Status

Married

Religion

Islam



LANGUAGE

English

Urdu

Hindi

Arabic (little)



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PASSPORT DETAILS

Passport No
R9860397

Place of Issue
Lucknow

Date of Issue
22/05/2018

Date of Expiry
21/05/2028



OTHER SKILLS

- ✿ Prepare Excel Sheets
- ✿ Make Invoice, Quotation
- ✿ Handling Cash
- ✿ Print, Scan, Mail



STRENGTHS

- ✿ Diplomatic and positive
- ✿ Leadership and communication skills
- ✿ Coordinating skills
- ✿ Team player
- ✿ Ability to multitask
- ✿ Decision making

Company: Green Beauty Farm House Noida India

Location: Noida India

Position: Sales & Customer Service

Duration: 1 Years

- ✿ Perform informal and formal needs assessments for each customer to recommend appropriate goods and services.
- ✿ Develop a rapport with customers, demonstrating a friendly and helpful manner to put them at ease.
- ✿ Maintain a neat and clean appearance to represent a positive image of the company and its brand at all times
- ✿ Participate in training and professional development and put new skills to immediate and meaningful use
- ✿ Foster a positive and pleasant working relationship with members of the customer service sales team.

Company: National Institute Delhi

Location: Delhi (India)

Position: Account Assistant

Duration: 1 Years

- ✿ Post and process journal entries to ensure all business transactions are recorded.
- ✿ Preparing statutory accounts.
- ✿ Ensuring payments, amounts and records are correct.
- ✿ Working with spreadsheets, sales and purchase ledgers and journals.
- ✿ Recording and filing cash transactions.
- ✿ Preparing profit and loss accounts sheets.
- ✿ Invoice processing and filing.
- ✿ Updating and maintaining procedural documentation.



SKILLS

- ✿ Ability to work as part of a team and take direction accurately.
- ✿ Analytical thinker and problem solver.
- ✿ Extremely organised in a manner that is easily read by others.
- ✿ Ability to develop myself.
- ✿ Ability to gain new skills.
- ✿ Excellent Communication.
- ✿ Hard working & Trust Worthy.
- ✿ Self- motivated with excellent.
- ✿ Problem solving.
- ✿ Quick Learner.
- ✿ Full adjustment within the team work.
- ✿ Respect for the views of others.
- ✿ Believe in coordination & teamwork.