



# Mirza Shafeequr Rahman Baig

 [mirzashafeeq470@gmail.com](mailto:mirzashafeeq470@gmail.com)

 +971 55 209 8195

## 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

### **Visa Status**

Visit Visa

## LANGUAGE

English

Urdu

Hindi

Arabic (little)



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 +91 9264963327

## 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.