



# MUHAMMED JASI P P

CASHIER / CUSTOMER SERVICE



Jebel Ali, DUBAI



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## ABOUT ME

Performance-oriented and confident person with a Business Administration degree and 8 years of cash handling experience. Ability to use strong communication and collaboration skills to help teams, find their potential and exceed company expectations

## SKILLS

MICROSOFT OFFICE

TYPING SPEED

TIME MANAGEMENT

CUSTOMER SERVICE

INVENTORY MANAGEMENT

TEAMWORK

ACCOUNTS PAYABLE

ACCOUNTS RECIEVABLE

## LANGUAGES

ENGLISH

TAMIL

MALAYALAM

## PERSONAL DETAILS

Date of birth  
22-04-1998

Nationality  
Indian

Visa status  
Visit Visa

Marital status  
Single

## DRIVING LICENSE

Driving license category  
Indian

## WORK EXPERIENCE

### JALCO TRADING

Pattambi, Kerala  
Sep 2019 - May 2024

#### Cashier/Salesperson

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Analyze the territory/markets potential, track sales and status reports
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

### UNIWIDE

HYPERMARKET  
Pattambi , Kerala  
Mar 2016 - Feb 2019

#### Billing Clerk

- Collect all information needed to calculate bills receivable order amounts, discount rates
- Check the data input in the accounting system to ensure accuracy of final bill
- Issue invoices and bills and sent them to customers through various channels
- Issue customer account statements periodically or whenever necessary
- Receive payments through various methods (cash, online payments etc.) and check for credibility
- Send reminders for payments and contact customers when assigned
- Update accounting records with new payments, balances, customer information etc.
- Answer questions and handle complaints from customers regarding bills
- Report on activity to upper management

## EDUCATION

MES ARTS &  
SCIENCE COLLEGE  
PATTAMBI  
Pattambi , Kerala  
2019

#### BBA

Completed Bachelor of Business Administration from MES Arts and Science College under the University of Calicut

## HOBBIES

DRIVING, SWIMMING, FOOTBALL