



# Artaza Feroz

## SUMMARY

Dedicated and detail-oriented professional seeking a challenging cashier position where I can leverage my strong numerical aptitude, exceptional customer service skills, and proficiency in handling financial transactions. Eager to contribute to a dynamic team and provide an efficient and positive checkout experience for customers while ensuring accuracy in monetary transactions.

## WORK HISTORY

**JAN 2023 -** *Carrefour (MAF), Dubai, UAE*

**OCT 2023** CASHIER

- Greet and acknowledge every customer at the register/checkout counter.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain an awareness of all products, including promotions and advertisements and ensure that all sales are recorded and accompanied by the proper sales slips.
- Receive payment by cash, check, credit cards, voucher or automatic debits and accurately issue receipt, refund or change due to customer.
- Ensured all product on the shelf are well priced and that there is updated clear item shelf labels and ensuring that there is no price mismatch on the shelf.

**JUL 2022 -** *Prabhu Shipping Lines Pvt.Ltd, Kolkata, India*

**OCT 2022** FONT OFFICE EXECUTIVE

- EDI/ IGM filling
- Coordinating for document for required document
- Uploading document in Transecur portal
- Sending document for TP processing
- Updating ECR report
- Issuing export bill of lading
- Issuing slot and Cro to plots
- Issuing delivery order and slot to CHA
- Keeping track of RR copy maintaining employee attendance register
- Maintaining Visitor register
- Taking appointment on call

**NOV 2020 -** *Indomatrix Logistics Pvt. Ltd, Kolkata, India*

**JUL 2022** EXECUTIVE DOCUMENTATION

- Vessel & IGM tracking
- Preparing Nepal Import/export document for clearing preparing ECTS document
- Uploading documents on transecure portal
- Coordinating for required document
- Rail movements
- Vehicle tracking
- Maintaining job register with proper job details
- maintaining employee details & assets allotted by the company following up for refund
- Maintaining monthly container report on excel
- EXIM movement
- Checklist filling

## Language Skills

Hindi

English

## Personal Information

**Date of Birth** 11 MAR 1997

**Nationality** Indian

**Gender** Female

**Marital Status** Unmarried

**Passport No** U7700656

**Date of Expiry** 27 SEP 2030

**Visa Status** Visit Visa

## Contact

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Dubai, UAE

artazaferoz11@gmail.com

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**JUL 2019 -** *Green View Hotel, Kolkata, India*

**OCT 2020** CASHIER/ RECEPTIONIST

- Provided information about products, services, or direct them to the appropriate personnel.
- Responded to phone calls and emails promptly, providing information or directing inquiries to the relevant departments.
- Coordinated with other departments to ensure smooth scheduling and communication.
- Processed cash, credit, and debit card transactions accurately.
- Keep accurate records of financial transactions and reconcile cash drawer at the end of each shift.

## EDUCATION

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**SEP 2016** *Central Model School, Calcutta*

HIGHER SECONDARY EDUCATION IN ARTS

**JUN 2014** *National Collegiate School, Calcutta*

SECONDARY LEVEL EDUCATION

## PROFESSIONAL SKILLS

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**ABILITY TO HANDLE CASH TRANSACTIONS ACCURATELY**



**PRODUCT KNOWLEDGE**



**ATTENTION TO DETAIL AND A POSITIVE ATTITUDE**



**ORGANIZATIONAL AND MULTITASKING SKILLS**



**FAMILIARITY WITH POINT-OF-SALE SYSTEMS**



**PROFICIENT IN USING OFFICE SOFTWARE**



**STRONG CUSTOMER SERVICE AND INTERPERSONAL SKILLS**



**DOCUMENT MANAGEMENT SYSTEMS SKILL**



**PROFICIENT IN USING OFFICE EQUIPMENT**



## PERSONAL STRENGTH

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- Excellent communication skills.
- Good in Time Management and Teamwork
- Adept in Technology.
- Flexibility, Adaptability, and Analytical.
- Ability to work under pressure and with deadlines
- Ability for problem solve.
- Strong Determination

## TRAININGS & COURSES

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### Trainings

- Computer Diploma in Application Technology( 1 year course) youth computer training center calcutta

## DECLARATION

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"I hereby declare that all the above-mentioned information is in accordance with fact or true up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars." -Artaza Feroz.