



THARIQ NIZAM

Phone Number

+971 – 50 568 8786

Email Address

thariqnizam44@gmail.com

Personal Details

Date of Birth : 15-12-2000

Nationality : India

Religion : Muslim

Gender : Male

Marital Status: Single

Visa status : Employment

Passport Details

Passport No : S1178744

Issue Date : 25-04-2018

Expiry Date : 24-04-2028

Skills

- Excellent communicationskill
- Good team player as well a Team Leader.
- Confidence – Maintaining a Positive Attitude

Languages

- English
- Hindi
- Malayalam
- Tamil

CURRICULUM VITÆ

A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the Company.

WORK EXPERIENCE

- Worked as a **Customer Service Representative** at **Al Dahab Exchange Dubai UAE** for **2 years**.
- Worked as a **Supervisor** at **Al Dahab Exchange, Abu Dhabi, UAE** for 1 year.

EDUCATION AND QUALIFICATIONS

- ❖ Bachelor's Programme in Business Administration at the Institute of Basic and Vocational Education, Dubai, UAE
- ❖ High School (12th Grade) from **ICLBAT** International College, Ajman UAE
- ❖ SSLC Completed from New Indian Model School Dubai, UAE

DUTIES & RESPONSIBILITIES

- **Cash Handling & Transactions:** Process cash, credit/debit card, and digital payments accurately.
- **Billing & Invoicing:** Generate bills, issue receipts, and handle refunds or exchanges as per company policies.
- **Customer Service:** Greet customers, answer queries, and resolve complaints professionally.
- **Cash Register Management:** Ensure the cash drawer is balanced at the start and end of shifts.
- **POS System Operation:** Use Point of Sale (POS) systems efficiently for transactions.
- **Product Knowledge:** Provide information on promotions, discounts, and product availability.
- **Stock & Inventory Assistance:** Assist in checking stock levels and updating sales records.
- **Fraud Prevention:** Verify authenticity of payments and detect counterfeit currency or fraudulent transactions.
- **Workplace Maintenance:** Keep the checkout area clean and organized.
- **Team Coordination**

DECLARATION

I hereby declare that the above mentioned is true and correct to my knowledge and belief.

Thariq Nizam