

Muhammad Shakeek

CASHIER



PROFESSIONL SKILLS

- Bearing valid **Qatar License** (Automatic)
- Self-motivated, well-organized and hardworking individual with **4+ years of progressive experience** in Customer Service and Sales
- Proven ability to work well in a fast paced and demanding environment
- Excellent working knowledge of food handling and food safety
- Proven ability to effectively work independently and as part of a team
- Well-developed coordination skills and an excellent team leader with proven ability to multi-task
- Excellent communicator with strong organizational, time-management and interpersonal skills
- Proficient in MS Word, Excel, PowerPoint and Internet applications

PERSONAL INFORMATION



Muhammed Wafa Shazulie **Muhammad Shakeek**



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11th of February 1992



Married



Doha, Qatar

LANGUAGE PROFICIENCY

| | | |
|-----------|------------------------|------|
| ENGLISH | <div><div></div></div> | 80% |
| ARABIC | <div><div></div></div> | 80% |
| HINDI | <div><div></div></div> | 50% |
| MALAYALAM | <div><div></div></div> | 50% |
| TAMIL | <div><div></div></div> | 100% |
| SINHALA | <div><div></div></div> | 100% |

EDUCATION QUALIFICATION

- General Certificate of Examination (G.C.E.) (Ordinary Level) - 2008.
- Completed a Certificate course in Computer Hardware at Al-Madrasathul Musthafawiyya in 2008.
- Completed Diploma in Graphic Design (Photoshop) at ACS Computer.
- Completed Diploma in Network Administration at Turnkey Computer Systems (Pvt) Ltd. in 2010.

PROFESSIONL EXPERIENCE

CURRENTLY A SELF-WORKING BROKER OF OVERSEAS LAND TRANSPORTATION **2024 - Present**

CASHIER

2018 - 2023

FRIENDLY TECH & COMMUNICATION
KAHATOWITA, COLOMBO.

- Operate cash registers for transactions.
- Accept cash or credit payments.
- Assist customers, handle complaints, and provide information.
- Greet and farewell customers.
- Monitor transactions, report discrepancies.
- Package items, bag, box, or gift-wrap.

SALESMAN & CASHIER

2016 - 2018

XCITEPHONE - DOHA, QATAR.

- Develop all recently established phone sales areas.
- Conduct cold calls to potential clients/customers.
- Establish and maintain friendly relationships with customers.
- Apply understanding of company production and schedule execution to set product installation dates for customers.
- Resolve customer concerns and address inquiries.
- Handle payments by accepting cash, check or charge payments and provide change for cash transactions.
- Ensure a safe and orderly work environment by following procedures, rules and regulations.

CUSTOMS CLEARANCE

2014 - 2015

SABRY LANKA CARGO PVT LTD.
COLOMBO, SRI LANKA

- Cordinator, import & export documents.

CASHIER & STOREKEEPER

2011 - 2013

MAWASHI, QATAR.

- Handling of Customers.
- Polite way of speaking.
- Capacity to work as a team member.
- Day-to-day summary.
- Telling the statement.
- Reporting to the main cashier.