



LIJAS MUHAMMED

CAREER OBJECTIVE

To be associated with a progressive organization that helps me to grow professionally and personally to take up more responsible positions in future

CORE COMPETENCIES

Driving expertise

Route planning

Route planning

Time management and punctuality

Familiarity with GPS and electronic logs




PROFILE SUMMARY

Highly motivated and customer-focused professional with experience working as a cashier and sales executive. Proficient in handling financial transactions, maintaining accurate records, and providing exceptional customer service. Skilled in building relationships with customers and promoting products to meet sales targets. Adept at utilizing sales techniques to achieve business objectives. Strong communication and interpersonal skills, with the ability to work effectively in a team environment.

WORK EXPERIENCE

- **WORKED AS VALLET PARKING DRIVER IN ROTANA**
 - Provided exceptional customer service by promptly greeting guests, assisting with vehicle doors, and ensuring a positive first impression
 - Safely parked and retrieved guests' vehicles, following established Rotana parking procedures and safety guidelines.
 - Maintained a clean and organized parking area, ensuring efficient vehicle flow and presentation.
 - Assisted in managing valet parking operations during peak hours, coordinating with colleagues to optimize parking space utilization
 - Answered guest inquiries, provided directions, and offered information about the hotel's facilities and services.
 - Collaborated with the front desk and concierge teams to ensure seamless guest experiences and efficient communication
- **SALES EXECUTIVE AT MINAR GOLD AND DIAMONDS, INDIA**
 - Developed and maintained strong relationships with clients, ensuring their jewelry needs were met.
 - Conducted market research to identify trends and pricing strategies ,contributing to sales growth.
 - Managed a team of sales associates, providing training and guidance to enhance their performance.

CONTACT DETAILS

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-  Al azziziya, Doha, Qatar

ACADEMIC QUALIFICATION

- **Higher Secondary**
HSE Board of Kerala | 2016-2018
- **S.S.L.C**
Kerala Board - 2014-2015

DRIVING LICENSE

Valid Qatar Driving Llicense

PROFESSIONAL QUALIFICATION

- **Indian and Foreign Accounting**
ICS Indian Group of Institute ,
Ernakulam - 2022
- **Jewellery Management**
Institute of Gems and Jewellery,
Malappuram | 2020

TRAINING & CERTIFICATIONS

- Tally • GST Accounting
- QuickBooks • Peachtree
- MS Office Packages
- Accounts Management

PERSONAL DETAILS

Date of Birth : 24/10/1998
Nationality : Indian
Gender : Male
Marital Status : Single
QID No : 29835621301
Passport No : V2132961

LANGUAGES KNOWN

English
Hindi
Malayalam

- Achieved and often exceeded monthly sales targets, demonstrating exceptional salesmanship.
 - Organized and participated in promotional events to increase brand visibility and sales.
 - Assisted customers in making informed decisions by providing product knowledge and recommendations.
- WORKED AS A CASHIER AT ALSEEB WAKRAH, QATAR**
- Managed cash transactions efficiently, including processing payments and giving change.
 - Maintained a high level of accuracy in cash handling to prevent discrepancies.
 - Operated electronic cash registers and handled various payment methods, including credit cards and mobile payments.
 - Assisted customers with inquiries about products, prices, and store policies.
 - Ensured that the cash register and surrounding area were kept clean and organized.
 - Collaborated with the store's accounting department to reconcile daily cash transactions.
 - Upheld excellent customer service standards, creating a positive shopping experience.

DECLARATION

I herby declare that the above mentioned informations are true and correct to the best of my knowledge and belief.

LIJAS MUHAMMED