



RATUL ISLAM SATU

SALES EXECUTIVE

CAREER OBJECTIVE

To become associated with a reputable organization where I can utilize my skills and knowledge to gain valuable experience while contributing to the company's productivity, growth, and reputation.

WORK EXPERIENCE

CONTACT

+974 66877138
arhan.bd17@gmail.com
Doha, Qatar

PERSONAL DETAILS:

QID : 30205012565
Date of Birth : 17/11/2002
Marital Status : Single
Nationality : Bangladeshi
Gender : Male
Passport No : A07225390
Expiry Date : 04/03/2033

SKILLS

Skills :

- Communication Skills
- Flexibility
- Initiative
- Self-Motivated
- Teamwork
- Adaptability

Technical Skills :

- Computer Skills
- Point of Sales System
- Numeracy Skills
- Software: Word, Excel,
- PowerPoint, and Outlook

EDUCATION

Higher Secondary Certificate
—Monipur High School & College
Secondary School Certificate
—Govt. Gournadi Pilot High School

LANGUAGES

- English
- Hindi
- Bangla

Job Title : Cashier And Sales Associate **March 2025**
Career Objective **to May 2026**

Company : Angry Birds World (Retail)
Location: Doha Festival City, Qatar

Responsibilities

- Operated cash registers, processed cash, card, and digital payments accurately.
- Ensured all transactions were recorded properly and balanced cash drawers at closing.
- Assisted customers in locating products and provided friendly, efficient service.
- Handled product returns, exchanges, and refund requests according to company policy.
- Monitored stock levels, restocked shelves, and helped with inventory management.
- Maintained attractive product displays and ensured cleanliness of the sales area.
- Informed customers about promotions, discounts, and new arrivals.
- Worked closely with team members to meet daily and monthly sales targets.
- Resolved customer complaints professionally and maintained customer satisfaction.
- Supported store opening and closing procedures, including cash reconciliation and reporting.
- Helped in tagging, labeling, and organizing merchandise in different sections.
- Provided support to the store manager in coordinating sales operations during rush hours.

Job Title : Sales Executive **November 2022**
Company : Shapno Super Shop **to August 2024**

Location: Dhaka, Bangladesh

Responsibilities

- Responsible for retail sales
- Handling all the cash transaction
- Closing the store sending the DSR & EOD report
- Cross sell and up sell
- Going the extra mile to drive sales
- Creating events and surveys
- Follow up with customers and get the feedback
- Making relationships with the customers
- Handled and followed up on escalations
- Resolved register transaction issues
- Built close relationships with customers
- Partnered with company managers to plan sales strategy

WORK EXPERIENCE

Job Title : Cashier & Sales Associate

Company : Meena Bazer

Location: Bangladesh

November 2022

to August 2024

Responsibilities

- Greet customers entering or leaving establishments.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Maintains sufficient amounts of change in cash drawer.
- Balances cash drawer and receipts; documents discrepancies.
- Make sales referrals, cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Maintaining monthly, weekly and daily report of transactions.
- Excellent sales service to ensure high levels of customer satisfaction through.
- Assess customers' needs and provide assistance and information on product features
- Arrangement high standards of visual Merchandising housekeeping in term of cleanness, display and stock room.
- Attach price tags to all merchandise on the shop floor ensuring the correct price.
- Cross selling and Up selling products.
- "Go the extra mile" to drive sales.
- Team up with co-workers to ensure proper customer service.

DECLARATION

I hereby declare that all the statements above furnished by me are true and correct to the best of my knowledge and belief.

RATUL ISLAM SATU