**AMIN HAFIZ SHAIKH**

**ABDUL MUNEM AL RASHED FOOD DUBAI INDSTRIAL CITY NO-2,**

**DUBAI-55222.**

**amin\_shaikh2002@yahoo.com**

**shaikhamin.shaikh925@gmail.com**

**CONTACT: 00971528942432**

 **00971502175318**

 **Post Applied for: -** **CASHIER / SALES EXECUTIVE/PURCHASE**

**Objective:**

Seek a better career with an organization that allows me to utilize my experience and provide a challenging future with opportunities to further develop my skills as the organization grows.

**Summary of Skills:**

* Logistics/Inventory/Procurement/Contract Management – International professional course.
 - Inventory/Material management – working/academic experience
- IT skills in DynMRO (DynCorp Material requisitioning & Ordering), MS Word, MS Excel, MS PowerPoint and MS Access.

 - Excellent communication skills in English (Oral & Written).
**Profile:**

* Proficient in all software application (Microsoft windows/office) and Accounting Packages.
* Knowledge of data entry, and file updating.
* Experienced in various aspects of customer services.
* Proficient in time management, planning schedules and multi-tasking.
* Experienced in purchasing, record management, correspondence and coordination with external sources.
* Worked in I.C.G front software system.
* Greet the entire customer promptly and courteously as they enter the store.
* Find out the specific needs of each customer that enters the store.
* Give accurate and current information about the product for all inquiries.
* Assisting storekeeper day by day receiving item.
* Keep record of daily sale and assist prepare inventory of stock.
* Maintain a positive and cheerful attitude and cooperate with team work.
* Check stock daily to ensure that all products are adequately stocked and available for customer.

* Greet Customers.
* Established or identify of goods service or admission and tabulate total payment required using electronic or cash register optical price scanner or equipment.
* Receive and payment by cash or cheque or credit cards or automatically debit.
* Calculate payment received at end of the work shift and reconcile with the total sale.
* May accept reservation and take-out orders.
* Post guest charges and credits into each individual guest folio on a daily basis.
* Prepare bills and present them to guest at the time of the guest’s departure. Settle all bills on departure
* Prepare the cashier’s report envelope and seal the envelope with the daily cash collection
	+ - Reporting for work on time and be well dressed, courteous and tactful in handling guests and
		- Customers.
		- Operate the accounting software system
		- Control safety deposit locker
		- Records guest settlements in a computerized cashiering system.
		- Maintain cash book for shift transactions
		- Settle guest accounts by accepting cash, credit card, travellers’ cheq
		- Balance the cash and close the shift
		- Make sure there is internal control maintained over all the transactions
		- Prepare reports as specified by the management
		- Counts money to verify amounts and issues receipts for funds received.
		- Compares totals on cash register with amount of currency in register to verify balances.
		- Prepares bank deposit slips.
		- Disburses cash and writes vouchers and checks in payment of company expenditures.
		- Be familiar with all menus pricing at all outlets so as to ensure all F&B charges are correctly charged

**Employment Experience**  Presently Worked as **CASHIER** in **AL RASHED FOOD COMPANY IN DUBA-U.A.E**

From 8thJanuary -2014 to july-2014 date.

**A Brief introduction of company**

Al Rashed food company is a Saudi Arabia Based company with different divarication’s in Steel, Cement, wood, construction and food industry .Al Rashed is the main source of Bun supplies to international chains like McDonalds, Burger King, KFC, etc. and now they started their new plant in UAE to establish them self in UAE market

* Handle all customer payment and credit transactions.
* Responsible for the daily balancing and reconciling of cash office account/s.
* Handle daily bank deposits.
* Assist the Office Manager and/or General Manager with various clerical duties as needed.
* Attend meetings and trainings as scheduled.
* Perform basic administrative and other duties as assigned.
* Maintain the appearance of the showroom & work.
* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.

**Employment Experience:**

###  Company: DYNCORP INTERNATIONAL, AFGNISTAN

 **Designation: MATERIAL CONTROL SPECIALIST**

 **Tenure: MARCH 2010 to DECEMBER 2013**

### Material receiving, checking proper NSN, Nomenclature, inventory and produce the receipt using DYNMRO.

### Unload, unpack, visually inspects, counts and stores incoming supplies.

* Maintains the stocks and update inventory control.
* Monitor the levels of supplies on hand and anticipate future needs for reordering.
* Execute monthly location audits and or cycle counts to ensure system accuracy in DYNMRO system.
* Cross train on key office tasks related to material receiving and product shipping, Issuing, documentation, material allocations, packaging specifications and shipping.
* Perform duties of Materials Control Supervisor or Inventory Control Specialist.
* Runs reports and verifies materials are allocated in FIFO.
* Perform all other related duties as assigned.

 **Company:**  **CSA Ltd. Camp Arifjan, Kuwait**.

 **Designation: MATERIAL CONTROL SPECIALIST**

 **Tenure: 03-August-2009 to 12-July-2010**

### Material receiving, checking proper NSN, Nomenclature, inventory and produce the receipt using DYNMRO.

### Unload, unpack, visually inspects, counts and stores incoming supplies.

* Maintains the stocks and update inventory control.
* Monitor the levels of supplies on hand and anticipate future needs for reordering
* Provide customer assistance to the entire army unit & avoid delay in processing the turn-in issues and maintaining of records with the aid of automated system (SARSS-1).
* Process receipts and Issue of various supply items to the Army unit.
* Assisting stock controller to inventories and location survey.
* Using FEDLOG system to find characteristic of item for processing on SARSS system.
* Making bin labels for warehouse locations and arranging the items on the locations.
* Turn in and issue of items, details updating, system processing.
* Keep a track reference file of MSDSsheets of the Hazardous materials.
* Checking the manufacturing &expiry date of Shelf life items such as paints, adhesive etc.
* Filing documents in ARIMSfiling system
* Maintaining Document Register.
* Assist in electronic and manual filing of receipts.
* Maintaining and handling Signature Cards (DA Form 1687)
* Checking the NSN, quantity and condition code of the item
* Making Issue list and shipping list with PDCD and manual
* Sorting the materials according to the DODAAC.

 **Abu Dhabi National Hotel & Compass Group**

* **Worked in Amigo Supermarket Jan 2007–June 2009 as Head Cashier cum receptionist in SKMC (SHEIKH KHALIFA MEDICAL CITY-DUBAI)**

**Major responsibilities:**

* Worked in I.C.G front software system.
* Greet the entire customer promptly and courteously as they enter the store.
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* Give accurate and current information about the product for all inquiries.
* Assisting storekeeper day by day receiving item.
* Keep record of daily sale and assist prepare inventory of stock.
* Maintain a positive and cheerful attitude and cooperate with team work.
* Check stock daily to ensure that all products are adequately stocked and available for customer.

* Greet Customers
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		- Compares totals on cash register with amount of currency in register to verify balances.
		- Prepares bank deposit slips.
		- Disburses cash and writes vouchers and checks in payment of company expenditures.
		- Be familiar with all menus pricing at all outlets so as to ensure all F&B charges are correctly charged
		- And amount collected as per the bill.
		- Establish Effective Employee relations, maintains the highest level of professionalism, ethic and
		- Attitude towards all hotels guest, clients, head of department and employees.
* ***I worked in Standard Chartered Bank as Portfolio Supervisor in Collection & Recovery Credit Cards Dept. From March 1998 June 2003.Under Swot Consultancy Services.***
* ***I worked in HDFC Bank as Collection Supervisor in Collection & Recovery 2 vehicle loan Dept.***

***From August 2003 to July 2005.Under Swot Consultancy Services***

* ***Worked as a senior cashier in Shopper Stop supermarket. (India). Shopper Stop (Jashmall Group) Harmony Distribution PVT Ltd) from Sept 2005 To May 2007.***

**Major Responsibilities:**

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**15th Doha Asian Games 2006 Compass Catering LLC Worked as a H. R .Support Staff.**

**Major responsibilities:**

* Allocation staff as per shift marshaling and time keeping and makes sure that right person work right place at right time.
* Performs others administrative duties related to Human Resource including promotion contractual salary issue etc.
* Filling all accounts details check out forms solve out employees complaints and keep them in record.
* Distribution contract papers to all employees and pick up the passport from them

**TRAINING/SKILLS:**

***Mandatory/on-the-job Trainings – DynCorp International:***

**Training Title** Date

Back Injury 22 December 2012

PMO 9002-03-03 Fire Prevention & 24 September 2012

Portable Fire Extinguisher

PMO09002-02-02-d Safe Driving Training 02 February 2012

PMO 9002-01-21 New Hire Safety Orientation 20 December 2012

PMO 9002-03-04 Flammable & Combustible Liquids 20 December 2012

PMO 9002-02-26 Ground Guide Training 15 December 2012

PMO 9002-01-04 Hazard Communication 17 December 2012

PMO 9001-01-05 Heat Stress 20 December 2012

Government Property (GP20050907) 15 February 2012

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##### Passport Details:

Passport No: L 1692765

Date of Issue: 22-April-2013

Date of Expiry: 21-April-2023

Place of Issue: Mumbai (Maharashtra)

NATIONALITY: INDIAN

 **Education: B.COM PASSED IN 1997 FROM MUMBAI UNIVERSITY.**

**Amin Shaikh**