

CURRICULUM VITAE



Md Azad

Nationality: Indian 📞 (+91) 7250715414 📞 (+91) 9311827853

Date of birth: 25/03/1998 **Gender:** Male

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📍 **Address:** Village Reriwar Post Office Dangra Police Station Mohanpur Dist Gaya, 824
201 Bodh Gaya (India)

ABOUT ME

Dedicated and reliable cashier with 3years' progressively responsible experience as a cashier and customer service professional. Adept at supermarket counter cash and card transactions. Knowledgeable in general supermarket transaction policies and guidelines. Recognized for providing efficient service while addressing the concerns of customers.

WORK EXPERIENCE

Supermarket Cashier

VISHAL MEGHA MART [15/4/2019 To 16/4/2022]

City: Mumbai

Country: India

- Perform scanning and entering price of all items in the register.
- Determine accurate amount of money the customer owes.
- Keep bank of money in the register drawer and confirm it at the beginning and the end of shift.
- Take items on a scale to get an accurate weight and enter code .
- Perform duties such as gathering payment for the goods and services and giving out receipts.
- Keep sale information in the central computer.
- Update information for goods prices.
- Kept accurate records of the goods and services.
- Kept friendly environment and provided good customer services.
- Managed as well as solves any customer queries.
- Made sure enough cash at the counter for the paying balance to the customers.
- Count the total payment of the goods sold at the end of day.

EDUCATION AND TRAINING

Bachelor of Commerce

Mirza Ghalib College (Magadh University Bodhgaya) [2016 - 2018]

Address: White House, White House Compound, Judges Colony, Bihar, Judges Colony, Bihar, 824201 Gaya (India)

Intermediate passed

Mahesh Singh Yadav College [2014 - 2015]

Address: Police Line Rd, Ashok Nagar, Bihar, Gaya (India)

Matriculation passed

+2 High School Mohanpur Gaya [2013]

Address: H3HJ+JFC- MOHANPUR-PS+PO-MOHANPUR, Biah, Gaya (India)

Training - Domestic Data Entry Operator and Accounting software (Marg ERP 9+)
Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) [22/11/2018 - 12/05/2019]

Address: Marg House, Plot No. 7, Wazirpur Press Area, near D.T.C Depot, opp. Netaj, Delhi (India)

LANGUAGE SKILLS

Mother tongue(s): **Hindi**

Other language(s): **English**

DIGITAL SKILLS

My Digital Skills

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Accounting software / MARG ERP / Data Entry / - Microsoft Excel - Advanced, including Visual Basic knowledge

SKILLS

Skills

- Business Communication
- Customer Service
- Hard Working
- Disciplined person
- Problem-solving
- Ability to multi-task
- Compassionate
- Critical Thinking
- Quick Learner