

SHIBU MIDLAJ

Nationality: Indian **Date of birth:** 13/10/1996 **Gender:** Male **Phone number:** (+91) 7994996610

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Home: VAIDYAR HOUSE -AMBALAKKADAVU POST KALIKAVU, Kerala (India)

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

sales clerk cam Cashier

Tawazun gulf plastic factory [07/11/2023 – Current]

City: jeddah

Country: Saudi Arabia

- Operate cash register
- Operate computerized inventory record keeping and re-ordering systems
- Provide advice about merchandise
- Assist in display of merchandise
- Estimate or quote prices, credit or contract terms, warranties and delivery dates
- Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental or lease
- Maintain sales records for inventory control
- Prepare merchandise for purchase, rental or lease
- Prepare sales, rental or leasing contracts and accept cash, cheque, credit card or automatic debit payment
- Train staff
- Perform data entry
- Provide customer service
- Advertise and/or promote products, sales or services

sales clerk cam Cashier

hello faizi delivery services [07/2022 – 07/2023]

City: Doha

Country: Qatar

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Receive payment by check, credit cards, cash, vouchers, or automatic debits
- Issue refunds, credits, receipts, or change due to customers
- Greet customers entering store or shops
- Maintain orderly and clean checkout areas
- Establish prices of goods
- Resolve customer complaints
- Answer customers' questions
- Provide information on policies or procedures
- Cash checks for customers

EDUCATION AND TRAINING

Bachelor of degree in social science

UNIVERSITY OF CALICUT [2016 – 2019]

City: Kerala

Country: India

Field(s) of study: Social sciences, journalism and information

Higher secondary school certificate

BOARD OF HIGHER SECONDARY EDUCATION GOVERNMENT OF KERALA -INDIA [2014 – 2015]

City: Kerala

Country: India

Field(s) of study: Arts and humanities

Secondary school certificate

Government of Kerala [2012 – 2013]

City: Kerala

Country: India

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Arabic

LISTENING B1 READING B1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Powerpoint / Zoom / Power Point / Social Media

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: B1

Driving Licence: B

Driving Licence: BE

Driving Licence: C1

MANAGEMENT AND LEADERSHIP SKILLS

Strong decision-making skills

Communication skills

Time management skills

Good problem-solving skills

Customer Service oriented

Ability to deal with multi cultural organisaion

Ability to work calmly under pressure

SKILLS

Technical skills

- Electronic cash register
 - Price scanner
 - Computerized inventory record keeping and re-ordering system
 - accounting functions
 - finance management
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