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# ROMJAN

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## WEBSITE, PORTFOLIO, PROFILES

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- <https://romjan123.github.io/romjan/>
- <https://twitter.com/romjan>
- <https://linkedin.com/in/romjan1995>

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## PROFESSIONAL SUMMARY

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Friendly and reliable Cashier offering unmatched customer service and workplace focus. Quick and accurate in cash and card transactions with excellent multi-tasking aptitude. Responsible Cashier proficient in handling money, restocking merchandise and helping customers locate products. History of keeping work areas clean, neat and professionally arranged. Good listening skills combined with attentive and detail-oriented nature.

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## SKILLS

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- |                           |              |
|---------------------------|--------------|
| • Decision-Making         | • HTML       |
| • Excellent Communication | • CSS        |
| • Flexible and Adaptable  | • Data Entry |
| • Active Listening        | • MS Office  |

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## WORK HISTORY

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**Cashier**, 02/2021 to Current

**Ayesha Ismaeil Technical Services** – Dubai, AE

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Helped customers complete purchases, locate items and join reward programs.
- Restocked and organized merchandise in front lanes.
- Collected and authorized payments of guests.
- Answered questions about store policies and addressed customer concerns
- Helped customers complete purchases, locate items and join reward programs

**Sales Merchandiser**, 07/2017 to 07/2019

**Arabian Trading Supplier** – Riyadh, KSA

- Advanced sales cycle plans by maximizing placement of promotions, point of sale materials and product visibility.
- Planned and coordinated product availability for advertising and promotion purposes.
- Ran markdown reports, managed store replenishment and analyzed buying reports.

- Removed damaged, out-of-code, not-in-set and discontinued items from displays.

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## EDUCATION

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**Under Graduate:** Accounting, 07/2019

**National University of Bangladesh** - Dhaka

- Continuing education in Accounting
- Complete BBA 2nd Semester out of 4 semester in 2019

**High School Diploma:** 07/2015

**Purbo Madaripur College** - Dhaka

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## CERTIFICATIONS

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- Certified Cashier, Ayesha Ismaeil Technical Services - 2021-2022

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## FOOTBALL

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We play football because **it is fun, challenging and exciting**. Most of people love being part of a team. Football teaches cooperation and team work, helps develop positive social skills and teaches respect for others. It helps build self-confidence, a positive self-image and self-worth.

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## LANGUAGES

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### English

  
Upper intermediate (B2)

### Hindi

  
Advanced (C1)

### Arabic

  
Elementary (A2)