**HASSAN MOHAMMAD RAZA**

* **Personal Details :**

Nationality : BAHRAINI

CPR : 970510314

Gender : Male

Marital Status : Single

Mobile : +973 36425002

Email Address : hassanhr7@icloud.com

* **Career Objective:**

To achieve a position in leading corporate associated with operation and management that offers me professional growth and stability by utilizing the managerial and organizational skills and experience up to my maximum potentials.

* **Personality Traits:**
* Self-Motivated, result-Oriented, Quick learner and team player.
* Innovative thinking, Optimize the things by improvising the resources to generate the maximum and meaningful results.
* Possession of a mindset to learn and constantly improve and adapt.
* **Work Experience:**

SUN AND SPORTS (GMC) - BCC

* Worked at Sun and Sand sports (Bcc branch) as sales executive.

Duties & Responsibilities:

* Costumer service - To attend and assist all the costumers.
* Floor Arrangement - Arranging the floor with the best look possible when there are no costumers.
* Display of new items on launching date - To display the new items such as Kits, Football shoes and other items on the launch date provided by the company.
* To make sure the floor is always set and is looking good and presentable for the costumer's attraction.
* Arranging the Back store - Arrangement of back store with the correct shelf numbers with the products placed on the shelf.

**HAPPY ME CALL CENTRE**

Commercial & marketing: -

* Working as a Calling Agent and a Data Entry Operator for the Happy Me (Geant, Bahrain Mall). Dealing with a big number of members daily to solve their day-to-day problems using the CRM Microsoft Dynamics Program.

**FUCOM INTERNATIONAL W.L.L:**

Worked in the HR department

* Handling all the Staff documents in a proper order which includes their Government documents, CV's, Sick Leave, Vacations records and others.

**BAHRAIN RUGBY FOOTBALL CLUB:**

Worked as the club accountant

Responsibilities:

* Checking the Daily Sales Reports and entering into the system using MS Excel.
* Auditing of the Stocks, Ordering Stocks on daily Basis
* Month End Inventory, Audits on each month end
* Cashier (Club accountant) :
  + Closing of the POS system from the previous day sales.
  + Uploading all the Credit card reports of the club
  + Reconciliation of Cash, Checking the Sales reports from previous Day
  + Reconciling the Tips.
  + Club's main Safe care taker.
* Purchasing & HR:
  + To perform the duties of purchasing officer and HR when the staff is not available.
  + Request for quotations from different companies for the purpose of purchasing.
  + Reporting all the reports to the HR manager, LPO's, Purchased items, quotations etc.
  + Keep in touch with the suppliers for best possible quotations.

**FUCOM INTERNATIONAL W.L.L – GEANT HYPERMARKET**

Cashier in Cash Department

(October 2015 till March 31 2017)

Responsibilities:

* Cashiering
* Hands-on experience in accepting payments from costumers and give change and receipts.
* Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that costumers buy.
* Proven record of using the right process of cash, credit cards, or other types of payment.
* In-depth knowledge of handling returns and exchanges of goods.
* Thorough understanding of counting the money is in register at the beginning

* **Customer Service:**
* Track record of greeting costumers in a polite and a friendly manner.
* Able to bag and wrap costumer’s purchases.
* Proven ability to answer costumer’s questions and give proper answers regarding the business procedures and policies in an exact and customer - friendly way.
* **Communication:**
* Excellent verbal and written communication skills.
* Dedicated and careful-high level of accuracy and strong attention to detail.
* Fluent in English and Arabic(Basic)
* **Computer Skills:**
* MS Word , MS Office , MS Excel , MS PowerPoint
* **Educational Status:**
* **(SECONDARY)**
* Cleared Matric in Computer Science from Pakistan Urdu School(Bahrain) through FBISE (Federal Board OF ISLAMABAD, Pakistan)
* Cleared Accounts in College (from Grade 11 – 12) from Pakistan Urdu School (Bahrain) through FBISE (Federal Board Of ISLAMABAD, Pakistan).
* Graduated from P.U.S ( FBISE ) 2015
* **Declaration :**

**I hereby declare that all the information mentioned above are true to its’ knowledge.**

(HASSAN MOHAMMAD RAZA)