*AARIF MOHAMMEd*

**6 Eccles Trace,**

**Spring Village, Valsayn.**

**377 – 4556**

**aarifmohammedmic@yahoo.com**

**Objective**

To obtain a position within your company whereby using my acquired experience, knowledge and skills with aim to contribute a higher level of productivity in the company. Also persevering to accomplish my future goal in fully establishing my small business which have already been initiated and progressing with positive results.

**Highlights**

Computer literate.

Strong oral and writing capability.

Excellent telephone skills, providing effective communication .

Self- motivated, analytic and strong comprehensive abilities.

Rational, can adapt to new circumstances and strategic.

Confident working independently and part of a team.

**Professional**

**Experience**

**The Quality Company**

**(Super Quality). 2013 – 2015**

Cashier/ Corporate Accounts Assistant.

Promoted from cashier to position (CAA) as stated above.

Transacting customers in a timely and friendly manner.

Provided superior customer service to both consumers and

corporate clients.

Successfully promoted and advertised product campaigns.

Responsibility to ensuring the company’s sales are accounted and met

to proper standards.

Assisted in organising, billing and packaging of goods by means of Purchase

Orders received from Corporate Account clients.

**Happiness Supermarket.** **2011 – 2012**

Grocery Attendant.

**Subway.** **2010 – 2011**

Sandwich Artist.

Professional training in food, health and safety practices.

Provided superior customer service to customers.

Ensure food preparation for daily services.

Work in a clutter free environment.

Team player, a basis to this industry.

**Eastern Commercial Lands Ltd. Trading as Tru Valu. 2004 – 2010**

Grocery Attendant > Cashier > Scan Co-ordinator/ Data Entry.

During my years at Tru Valu I have been promoted to the above positions.

Transacting customers in a timely and friendly manner.

Provided superior customer service to customers.

Successfully promoted and advertised product campaigns.

Responsibility to ensuring company’s sales are accounted and met

to proper standards.

Ensuring price changes are deployed and items with barcoding are registered

in the company’s system.

Shelf tagging and temporarily balanced invoices for receivables.

**Education**

El Dorado Secondary Comprehensive.

GCE O’levels

Mathematics Grade III

English Language Grade II

Biology Grade III

Principles of Business Grade III

Agricultural Science Grade III

**References**

The Quality Company (Super Quality)

Tissue Drive, Trincity.

Ms. Rebecca Wong

Supervisor

Contact: 327-9563

Subway

S.M.Rd., Valsayn.

Ms. Stephanie Bain

Operations Manager

Contact: 645-1649

Happiness Supermarket

S.M.R., Curepe.

Mrs. Sue Zheng

Manager Director

Contact: 662 -3288

Eastern Commercial Lands Ltd. Trading as Tru Valu

Trincity Mall, Trincity.

Mrs Marva Williams

Supervisor

Contact: 640-9084 or 662-5623

*Aarif Mohammed*

cell: 377- 4556 email: aarifmohammedmic@yahoo.com

Human Resource Manager

Massy Stores Head Office

39A, Wrightson Rd., P.O.S.

September th, 2015

Dear H.R. Manager,

I am applying for a relevant position within your company. I am positively confident of my varied experience and skills being a definite aid to you in assessing my profile for an appropriate post at one of your Massy Stores outlet.

Upon reviewing my C.V., I wish to assure you although my academic skills are limited, my diverse occupational profiles assisted my development in flexibility, versatility, innovative communication skills, also a diligent attitude and team centered spirit.

The experience and skills I possess would be thoroughly beneficial towards an established retailer such as Massy Stores, which, sustains and highly regard its standards to onward excellence.

It would be a great privilege if considered for a position in the company. In the meantime I’ve provided my contacts hoping for your prompt reply of approval which I am patiently awaiting.

Sincerely,

Aarif Mohammed.