

Mohamed Thameemul Ansari

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Professional summary

A motivated and detail-oriented professional with experience in retail sales and customer service. Strong technical skills, including proficiency in MS Office, Tally ERP 9, and basic computer applications. Adept at working in dynamic environments, managing tasks efficiently, and delivering exceptional customer experiences. Eager to contribute to organizational growth through dedication and leadership.

Education

Bachelor of Commerce (B.Com)
The New College, Chennai

Graduation Year: 2020

- Percentage: 69%

Horner Diploma in Computer Applications (HDCA)
CSC Computer Education

Completed: January 2019

- Grade: B

Higher Secondary Certificate (HSC)
Asan Memorial Matriculation Higher Secondary School, Chennai

Year of Completion: 2017

- Percentage: 77.42%

Secondary School Leaving Certificate (SSLC)
Asan Memorial Matriculation Higher Secondary School, Chennai

Year of Completion: 2015

- Percentage: 70.6%

Professional Experience

Sales Executive
Retail Shoe Shop, Chennai

2021 – Present

- Provided excellent customer service by understanding customer needs and recommending suitable footwear products.
- Managed stock levels, assisted with inventory management, and ensured product availability.
- Conducted sales transactions, processed payments, and maintained accurate records.

- Helped maintain a visually appealing store environment, ensuring the products were displayed attractively.

Cashier (Part-time)

Big Bazaar Supermarket, Chennai

2017

- Processed customer transactions efficiently and accurately.
- Handled cash, credit, and debit card payments while ensuring the accuracy of all sales.
- Assisted customers with product inquiries and supported store operations as needed.

Core competencies

- Customer Service & Sales
- Cash Handling & Transaction Management
- Retail Operations & Merchandising
- Team Leadership & Collaboration
- Technical Proficiency (MS Office, Tally ERP 9)
- Time Management & Multi-tasking
- Problem-Solving & Critical Thinking

Technical Skills

- Operating Systems: Windows
- Software: MS Office (Word, Excel, PowerPoint), Tally ERP 9
- Other Skills: Internet browsing, Email communication, Data Entry

Languages

- Tamil: Fluent (Reading, Writing, Speaking)
- English: Intermediate (Reading, Writing, Speaking)

Personal Strengths

- Leadership: Ability to motivate and lead teams to meet and exceed goals.
- Hard-working: Committed to continuous improvement and delivering high-quality results.
- Adaptability: Quick to adapt to new tasks and challenges in fast-paced environments.

Personal Information

- Date of Birth: 25th April 1999
- Marital Status: Single
- Nationality: Indian
- Mother Tongue: Tamil

Declaration

I hereby declare that the information provided is true and accurate to the best of my knowledge. I take full responsibility for the correctness of the details mentioned above.