

# SHABARI RAJ RAJENDRAN

Fish Round About  
Deira, Dubai – UAE

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## **CARRER OBJECTIVE**

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organizations development which offers attractive prospects for a long term development and career growth.

## **WORK EXPERIENCE**

**ORGANISATION: LEADER SPORTS (MULTI BRANDS)**

**LOCATION: AL KHABAISI AREA, NEAR TO ABU BACKER AL SIDDIQUE, DEIRA, DUBAI**

**POSITION: Retails Sales Associate, Store Keeper & Store Receiver**

**DURATION: From 28 – 02 - 2020 to PRESENT**

## **JOB DESCRIPTION**

- Receive payment by cash, cheque, credit cards, vouchers or automatic debits
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and there is adequate change
- Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and suggestions
- Sells casual/trendy apparel, accessories and footwear for both men and women
- Provide one on one customer service assistance in the selection and purchase of merchandise
- Organizing and labeling stocks
- Collects of forms of payments such as cash, vouchers and credit cards and generate bill receipt through POS
- Perform suggestive selling and convince promotions to customers
- Achieves sales target within a day along with the team
- Prepares inventory and stock report, reconcile register draw and sales receipts and prepares bank reports
- Maintain an efficient, safe and tidy working area
- Retail sales with agents
- Receiving & arranging the products
- Finalize the product rate and punching Bar Codes
- Assistance to the team to manage & enter the product details
- Prepare the sales order according to the items chosen by the customer

**ORGANISATION: DU TELICOM (IPAY)**

**LOCATION: BUSINESS BAY, DUBAI**

**POSITION: Retails Sales Associate**

**DURATION: From 02 – 12 - 2018 to 15 – 01 – 2020**

**JOB DESCRIPTION**

- Selling Post Paid sim cards / Wi-Fi/ data plans directly to the customer at the store
- Count the total number of sim cards and the arrange data for submission
- Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and suggestions
- Provide one on one customer service assistance
- Perform suggestive selling and convince promotions to customers
- Achieves sales target within a day along with the team



**ORGANISATION: SPORTLAND GROUP (MULTI BRANDS)**

**LOCATION: THE DUBAIMALL, MALL OF THE EMIRATES, MIRDIF CITY CENTRE, DUBAI (U.A.E)**

**POSITION: Senior Sales Associate cum Cashier**

**DURATION: From 14 – 03 – 2015 to 14 – 11 – 2018**

**JOB DESCRIPTION**

- Handling whole cash transactions of the shop
- Receive payment by cash, cheque, credit cards, vouchers or automatic debits
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and there is adequate change
- Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and suggestions
- Sells casual/trendy apparel, accessories and footwear for both men and women
- Provide one on one customer service assistance in the selection and purchase of merchandise
- Organizing and labeling stocks
- Collects of forms of payments such as cash, vouchers and credit cards and generate bill receipt through POS
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**PAIRS LIFESTYLE (multi-brand shoe store offering a wide range of international brands such as Converse, Adidas, Skechers, Ipanema, Ralph Lauren, Lacoste etc.)**

## **SKILLS AND COMPETENCES**

- Strong sales, convincing skill
- Excellent Communication skills
- Ability to operate computer, office equipment and hand-held machine for counting stock and swipe machines
- Skilled in running cash register
- Performing multitasking
- Complete knowledge of products sold in the store
- Ability to solve customers' queries and product-related problems
- Team member, honest, sincere and enthusiastic
- Work under pressure, flexible, fast learner and hard working

## **PERSONAL DETAILS**

Nationality : INDIAN  
Date of Birth : 28 – 02 – 1991  
Marital Status : Single  
Visa Status : Employment Visa  
Permanent Address : Bhasura Bhavan, Petta (Post), Trivandrum (District)  
Kerala (State), India

LANGUAGES KNOWN			
LANGUAGE	SPEAK	READ	WRITE
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
TAMIL	✓	-	-
MALAYALAM	✓	✓	✓

## **EDUCATIONAL QUALIFICATION**

QUALIFICATION	SCHOOL / BOARD	YEAR
SECONDARY SCHOOL (SSLC)	GOVERNMENT OF KERALA	2008
HIGHER SECONDARY (PLUS TWO)	BOARD OF HIGHER SECONDARY KERALA, INDIA	2010
DIPLOMA IN MECHANICAL ENGINEERING	ANNA UNIVERSITY, INDIA	2013

## **DECLARATION**

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

**SHABARI RAJ RAJENDRAN**