



## **DARSHAN K.B**

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Mobile: +971 525242236

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### **BACKGROUND**

Experienced in the field Store Keeper , BPO call centre , Cashier & Debt Collector . To secure long term profession in a reputed company where my skills and potential ability will be best utilized. Also to seek a position that involves challenging work with scope to learn and contribution which leads to serve effectively and desirably.

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**Working for Hotel Mayura International Hassan From 01.09.2014 to 20.04.2015.**

➤ **Store Keeper :**

- Handling Store with Responsibility , Processing the Inward Outward Slip.
- Working on Exceptions (which include contacting vendors in order to fix various business compliance/requirements)
- Ensuring timely clearing of open item and ageing items to avoid rolling into month-end and year-end
- Ability to maintain high quality and productivity within the Team and meeting process.
- Responsible for preparing weekly Workflow Report .
- Preparing Monthly Statements for Closing Stock .
- Helping to Purchase Department While Ordering Materials .

**Working for Classic Corporation Finance Company , Bangalore From 01.05.2015 to 01.06.2017**

➤ **Cashier & Debt Collector :**

- Maintain Good Relationship With Customer .
- Daily closing Ledger & preparing Report fo balance Payment due By Clients .
- Arrangement of payments requested by the Business according to the Email.
- Collecting Amount from claints And Deposited to bank daily Basis .

**Working for Hansa Direct LTD , Mumbai From 15.06.2017 to 19.04.2018**

➤ **BPO Call Center :**

- Maintain Good Relation Ship with Clients And Sort out the Issues.
- Currently working in Hari Prasad restaurant(discovery Garden, Dubai. From November 2018)

## TECHNICAL SKILLS

- Internet Applications, Browsing .
- MS office, Excel & Power Point Presentation
- Tally ERP

### Strength and Interest:

- Ability to adjust any environment and work as team anytime.
- Capable of handling the situation with patience.
- Reading books, listening to Music, Travel.

### Education:

Examination	School/College	Board/University	Year of passing.	Percentage of Marks
S.S.L.C	ARUNA HIGH SCHOOL , CHERAMBANE	Secondary Education Examination Board	2007	65.12%
PUC	ARUNA JUNIOR COLLAGE , CHERAMBANE	Department of Pre-University Education	2009	76. 83%
B.COM	F.M.K.M. COLLEGE MADIKERI	Mangalore University	2014	59.04%

### PERSONAL DETAILS :

NAME	Mr. DARSHAN K.B
Father name	Mr. BELLIAPPA K.A
Mother Name	Mrs. SHANTHI K.B
Religion	HINDU
Date of birth	20 <sup>th</sup> March, 1992
Marital Status	Unmarried
Languages Known	English, Hindi, Kannada
Hobbies	Watching programs, participating in sports and cultural activities.

I declare that the details above are correct and true to the best of my knowledge.

Place: Dubai ,UAE

Darshan K.B