

CURRICULUM VITAE

MOUNIKA PEYYALA

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Email: monysuzan5397@gmail.com

Dubai, U.A.E.

Gender : Female

Marital status: Single

Nationality : Indian

Language : English, Hindi, Telugu,

Passport No : R7200675

Visa Status : Visit visa



POSITION: RECEPTIONIST/SALES EXECUTIVE

CAREER OBJECTIVE

I am an outgoing enthusiastic person who enjoys working in different sectors. I have excellent communication skills and enjoy working with different people. I pride myself on providing the best customer services that I can and I like to make sure that my customers leave satisfied and would like to come back because of the experience they had.

WORK EXPERIENCE

COMPANY NAME : THE GURU OVERSEAS SUPPLIES BOOK TRADING L.L.C.

DESIGNATION : CUSTOMER SERVICE EXECUTIVE

DUARATION : 1 YEAR AND 4 MONTHS

DUTIES AND RESPONSIBILITIES

- Answering all incoming calls / emails and re-routing them to relevant parties.
 - Meeting and greeting visitors ensuring they are signed in and inducted.
 - Opening, distributing, collecting and taking the post.
 - General administration duties, photocopying, filing etc.
 - Dealing with any enquiries at the reception.
 - Ensuring that the reception & meeting room areas are clean & welcoming.
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COMPANY NAME : IMPULSE WAVE GENERAL TRADING L.L.C.

DESIGNATION : SALES EXECUTIVE

DUARATION : 6 MONTHS

DUTIES AND RESPONSIBILITIES

- Greet customers when they arrive at the store and inquire into their specific purpose for visiting.
- Determine customers' buying requirements by engaging them in conversation and ensure that they are provided with information that they need.
- Direct and lead customers to the aisle of shelves that hosts their choice of product.
- Explain product features and benefits and perform demonstrations to build upon the.

COMPANY NAME : VIJETHA SUPERMARKET
DESIGNATION : CASHIER
DUARATION : February 2017 – March 2018

DUTIES AND RESPONSIBILITIES

- - Scan goods and ensure pricing is accurate
 - Collect payments whether in cash or credit
 - Issue receipts, refunds, change or tickets
 - Cross-sell products and introduce new ones
 - Resolve customer complaints, guide them and provide relevant information
 - Greet customers when entering or leaving the store

COMPANY NAME : Marfa software technologies
DESIGNATION : Sales Executive
DUARATION : 1 MONTH

EXTRA QUALIFICATION:

Certificate in Computer Education.
Certification in MS OFFICE WORD and EXCEL
Certificate in General Beauty Care

EDUCATION BACKGROUND

2017 pursuing B.A Degree from Adikavi nannaya university
Secondary School Leaving Certificate
Passed intermediate from Aditya junior college in the year

DECLARATION

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

MOUNIKA PEYYALA