



# POOJA RANI

## Summary

Dedicated professional highly skilled in the field of Customer Service. Obtaining related position based on my qualification that values dedication and outstanding performance and offers potential for career growth.

## Contact Information

- 📍 Al Khail Gate – 1, Dubai, UAE
- 📞 0525807420
- ✉️ poojarani23318@gmail.com

**Status: Visit Visa**

## Personal Info

- DOB – 12<sup>th</sup> October 1996
- Nationality -Indian
- Status – Unmarried
- Gender – Female
- Passport – U9043389
- Languages Known: English, Hindi, Punjabi
- Hobbies: Travelling

## Work Experience

### CASHIER

**March 2019 – October 2021**

### RPNK SANITARY

**Punjab, India**

#### ROLES AND RESPONSIBILITIES:

- Sell specific products and services to consumers.
- Check inventory to ensure product is in stock.
- Understand customer needs and requirements.
- To bill the purchased product.
- To keep the records of bills and invoices.

### RECEPTIONIST

**March 2017 – Jan 2019**

### HP Gas Agency

**Punjab, India**

#### ROLES AND RESPONSIBILITIES:

- Greet and welcome clients as soon as they arrive
- Answer and manage the phone calls
- Ensure the reception area is tidy and presentable
- Provide basic and accurate information in person and via phone.
- Maintain all the data.

### RAJ SALOON

**WORKED 1 YEAR**

### RECEPTIONIST CUM BEAUTICIAN

#### ROLES AND RESPONSIBILITIES

- Create an atmosphere of relaxing for the customers.
- Assist customers to and from salon
- Orders and stocks supplies

## Educational Qualification

- **BA**  
**HDK Collage**
- **HSC**  
**Government senior higher secondary school (PSEB)**
- **SSC**  
**Government senior higher secondary school (PSEB)**
- **Documentation Assistant Course**  
**Modern Institute**

## Personal Attributes

- Highly responsible towards the work allotted.
- Detail oriented, flexible and adaptable.
- Ability to learn quickly and adapt to changing environments.
- Has knowledge in computer such as Microsoft Office.
- Easy to get along with other people.
- Willing to be trained and a fast learner.
- Effective communication

## Declaration

I the Undersigned Hereby Confirm That, the Above Given Statements Are True and Correct to the Best of My Knowledge and Belief.

Yours Truly,  
Pooja Rani