

# VIBIN.TS



## CONTACT

-  DUBAI  
UNITED ARAB EMIRATES
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## PERSONAL DETAILS

- D.O.B : 20-12-1994
- NATIONALITY : INDIAN
- MARITAL STATUS : SINGLE

## PASSPORT DETAILS

- PASSPORT NO : M3575664
- PASSPORT EXPIRY : 16-11-2024
- VISA STATUS : JOB VISA
- DATE OF EXPIRY : 31-01-2022

## DRIVING LICENSE DETAILS

- New license
- LICENSE NO : 4197920
- ISSUE DATE : 16-11-2021
- DATE OF EXPIRY : 16-11-2023
- PLACE OF ISSUE : DUBAI
- PERMITTED VEHICLE : AUTOMATIC GEAR

## LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

## SKILLS

- Microsoft word,Powerpoint
- Microsoft excel
- Auto Cad
- Google Drive
- Photoshop
- Accurate Data Entry
- Verbal communication skills
- Database Management

## PERSONAL PROFILE

I intend to build a career with a reputed and progressing organisation with committed and dedicated people which will help me to explore myself fully and realise my potential

## WORK EXPERIENCE

### CASHIER | DUBAI,UAE

2020 ALROOYA HYPERMARKET LLC

- Cash handling
- Strong product knowledge and understanding of customer base
- Helped customers with questions
- Point of Sale systems (POS)
- Greeted customers upon their entry into the store and helped them with any questions and concerns
- Assisted sales floor staff with stocking shelves, keeping front lanes tidy, and assisting guests when needed
- Managed backup inventory ordering and shelf stocking
- Calculated total payments received each month and reconciled the results with total sales
- Compiled and maintained non-monetary reports and records

### OFFICE ASSISTANT | DUBAI,UAE

2021 ALROOYA HYPERMARKET LLC

- Preparing and editing letters, reports, memos, and emails
- Answering phone calls and taking messages
- Tracking petty cash
- Doing administrative and clerical tasks (such as scanning or printing)
- Maintaining folders on servers
- Purchase entry
- Took orders and handled shipping
- Cashbook updating
- Assisted in the preparation of regularly scheduled reports

## EDUCATIONAL QUALIFICATIONS

### CIVIL ENGINEERING DIPLOMA

Civil draughtsman | July-2014

### PLUS TWO

Board of higher secondary examination| Mar 2012

### SSLC

Board of public examination kerala| Mar 2010

## RESPONSIBILITY

- Receiving and dispatching deliveries
- Managed the work of temporary employees
- Responsible for time-sensitive and confidential material
- Alerted management when stock items were low
- Duties included providing administrative support to employees and managers via a range of tasks related to communication and organization, including answering phones and emails, data entry and maintaining a file system