

RESUME

**B. NAGARAJAN**

506, 169, Mussaffah Shabiya-9

Abu Dhabi

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Professional Objective:

Seeking a challenging and satisfying career in a progressive organization where I can contribute to the growth of the company using my experience and unique skill set and grow along with the company.

Academic Record:

Class / Course	Institution	Year of Passing
B.B.A	Madurai Kamraj University, India	2012
HSC	ML WA Hr. Sec School	2009
SSLC	Union Christian Hr. Sec School	2006

Experience Summary:

Company	Designation	Duration
Super Choice Collection (Textiles), KL, Malaysia	Sales Supervisor	June 2017 to Feb 2020
Aziza Hyper Panda, Riyadh, KSA	Store Keeper & Cashier	July 2014 to May 2017
Muller & Phipps, Mumbai, India	Sales Representative	Dec 2012 to April 2014

Roles and Responsibilities:

Sales Supervisor:

- Retail sales
- Responsible for inventory management
- Arranging shelves to be well-organized
- Customer service
- Mediate and resolve customer issues
- Marketing & Leadership skills

Store Keeper:

- Maintain receipts, records, and withdrawals of the storeroom
- Achieve sales target for the showroom.
- Receive, unload, and shelf supplies
- Display the offer item in attractive manner.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies on weekly basis.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate logistics, handling of freight, movement of equipment, and necessary minor repairs

Cashier:

- Handle cash, credit or cheque transactions
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints, guide them and provide relevant information
- Keep reports of transactions

Languages Known:

- English - Proficient
- Tamil - Proficient
- Arabic - Speaking
- Hindi - Speaking
- Malayalam - Speaking

Technical Skillset:

- Diploma in Computer Applications, Mother Theresa Technology, Madurai
- Microsoft Office applications

Personal Details:

Name: Nagarajan

Father's Name: Mr. Balasubramanian

Father's Occupation: Driver

Date of Birth: 21.09.90

Age: 30

Nationality: Indian

Mother Tongue: Tamil

Marital Status: Married

Hobbies: Cricket, Listening Music

Visa Status: Visit visa Valid till 20 June 2021

Permanent Address: 106A, Vasantham Avenue, Sikkandarchavadi,
Sivan Kovil Back Side, Madurai - 625018

Declaration:

I hereby declare that the particulars given above are true to the best of my knowledge.

Place:

Date: (B. Nagarajan)