

Aldrin Kelly Joseph

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Objective

To obtain a responsible and challenging position in an Organization which provides an atmosphere of both professional and personal growth and benefits and where I can utilize my skills and knowledge to enhance my learning and develop my career.

Experience & Strength

Focused and efficient cashier and supervisor, with more than 3 years of experience. Leading with strong customer service to achieve successful operations and good work environment.

Academic Credentials

Course	Institution / University	Year of Passing	Aggregate
Matriculation	Kerala Board of Public examinations	2011	70%
HSLC	Kerala Board of Public examinations	2013	60%
Graduation (B.Com)	Mahatma Gandhi University	2018	60%

Additional Qualification

Advance Diploma in Automobile Engineering, completed on 2015.

IT Proficiency

Expert level knowledge in MS Office, Windows.

Abilities

- Ability to create and maintain effective business relationship with customers.
- Ability to work flexible hours.
- Excellent interpersonal and co-ordination skills.
- Hardworking, Perseverance in work related problems, punctual, enthusiastic.
- Result-oriented, self-starter with experience.

Career History

Supervisor

01/12/2018 to 31/01/2021

Excellent Interiors, Kochi, India

Duties & Responsibilities

- Involve in managing daily site operation and resolve site issues.
- Handling cash transactions.
- Maintaining an accurate record of labour time sheet.

Billing and Cashier

01/04/2015 to 15/10/2017

Reliance Fresh, Kochi, India

Duties & Responsibilities

- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register
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Personal Details

Nationality : Indian
Gender :Male
DateofBirth : 19/01/1995
MaritalStatus :Single
VisaStatus : Visit Visa till 20/October/2021
PassportNo :U8046266
Languages : English, Hindi, Malayalam,Tamil