

Resume

CARMEL DANIEL

Contact Information

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WORK EXPERIENCE

LAST WORKING

COMPANY	FUTURE RETAIL LTD
JOB TITLE	Department Manager
DURATION	Since April 2003
JOB RESPONSIBILITIES	<ul style="list-style-type: none">• Profitability of the Company• Prepares Schedule• Punctuality• Opening & Closing Operation (SOP)• Maintenance of the Department• Merchandise handling & Replenishments• Customer Service• People Management• Report Making• Stock Taking• Stock Inward Outward Process (SOP)

FIRST COMPANY

COMPANY	LEMON INDIA LTD
JOB TITLE	Marketing Executive (Sale)
DURATION	6 months (Feb. 2003 to July 2003)
JOB RESPONSIBILITIES	<ul style="list-style-type: none">• Achievement of Target• Customer Service (Solving Customer Queries)• Prepares schedule of Work• Follow ups for Outstanding• Team Management

SECOND COMPANY

COMPANY	Country Club
JOB TITLE	Telephone Operator
DURATION	1 year (June 2002 to May 2003)
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> • Customer Service • Attaining all the Phone Call • Phone Transferring To Respected Person • Giving the Details Of Membership • Cleanliness of the Office

THIRD COMPANY

COMPANY	Crystal Hospital
JOB TITLE	Nursing
DURATION	9 Months (Janu 2002 to June 02)
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> • Handling Gynaecologists Patients • Assistance To Doctor For the Delivery • Putting up the Stitches • Handling out For the OPD

FOURTH COMPANY

COMPANY	Dr. Neol Sores Physician Clink
JOB TITLE	Telephone Operator
DURATION	3 Months (Feb. 03 to April 03)
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> • Taking an Appointment • Assistance To The Doctor At OPD

QUALIFICATIONS

Academic	YEAR	PERFORMANCE
H.S.C	FEB 2002	II

OTHER QUALIFICATIONS

Basic Computer Course	2002	Satisfactory

Experience

- Total Years of Experience: **15 years in Service Industries.**
- Current Industry: **Retail**

- Current Function: **Operation**
- Current Location: **Mumbai**

KEY SKILLS

- Achievement oriented with an ability to manage change and stress with ease.
- Self-motivated; constantly endeavoring to improve personal and professional skills.
- Effective inter personal skills.
- Sound decision making abilities.
- Risk taking ability.

PERSONAL DETAILS

DATE OF BIRTH	11th June 1983
MARITAL STATUS	Married
LANGUAGES KNOWN	English, Hindi, Marathi
HOBBIES & INTERESTS	<ul style="list-style-type: none"> • Riding On Bike • Travelling • Watching T.V

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