



ABRAR RIYAJ PATEL

PROFILE

I am a fast faced person and can easily cope up for new learning. I am a person with self-taught, professional, with good presentation, dynamic, serious, highly motivated especially to work toward success. And I am open to communicative group spirit and open for responsibilities towards colleagues and working environment.

EXPERIENCE

DATA ENTRY OPERATOR

2 YEARS

LOTUS STAR GIFTS, ABU DHABI

RESPONSIBILITIES :

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.

CASHIER

1 YEAR

LOTUS STAR GIFTS, ABU DHABI

RESPONSIBILITIES :

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.

RECEIVER

1 YEAR

LOTUS STAR GIFTS, ABU DHABI

RESPONSIBILITIES :

- Receive shipments, check for damages and sort stock for distribution in the store.
- Keep record of invoices sent and received.
- Fill orders by taking items from the warehouse and prepare them for delivery.
- Monitor shelves and fill them in when needed.

OFFICE ASSISTANT|COMPUTER OPERATOR 3 YEARS

RATNAGIRI PHARMACY, INDIA

RESPONSIBILITIES :

- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.

CONTACT

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- Deira, Dubai UAE
- India
- Visit Visa

EDUCATION

- HIGHER SECONDARY CERTIFICATE
R.V JOGALEKAR COLLEGE OF COMMERCE
Ratnagiri, India
- COMPLETED SPECIAL COMPUTER COURSE
(MS Office, MS Word)

SKILLS

- Friendly customer service.
- Patient
- Honest
- Multi-task efficiently
- Organizational skills.
- Hard worker
- Fast-Paced Work.

LANGUAGES

- ENGLISH
- ARABIC
- HINDI