

ANILA BABY

SALES ASSISTANT



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📍 AL NAD, AL QASIMIA, SHARJAH
📅 5th November 1996
🚩 INDIA
📠 Y7850356
🔑 SINGLE

LANGUAGES

ENGLISH	● ● ● ● ●
HINDI	● ● ● ● ●
MALAYALAM	● ● ● ● ●
TAMIL	● ● ● ● ●

SKILLS

Cash Handling	● ● ● ● ●
Store Management	● ● ● ● ●
Inventory Management	● ● ● ● ●
Data Entry	● ● ● ● ●
Order Processing	● ● ● ● ●
Customer Service	● ● ● ● ●
Marketing Assistance	● ● ● ● ●
Sales	● ● ● ● ●

PROFILE

'Dedicated and Experienced sales assistant with 5 years of experience in providing excellent customer service'.

PROFESSIONAL EXPERIENCE

JM GROUP OF MARKETING, SALES ASSISTANT

July 2019 – March 2022 | Ernakulam, India

- Enter, verify and dispense proper medications
- Efficiently operated cash register and handled cash, checks and credit transactions.
- Filling and labelling of prescriptions
- Receive and store incoming suppliers, verify quantities against invoices.
- Check for outdated medications in current inventory and also returning to the perspective suppliers.
- Kept pharmacy counter and related areas clean, neat and organized.
- Prepare monthly sales and stock reports.

EDUCATION

MBA HR AND MARKETING, KTU UNIVERSITY

August 2017 – March 2019 | Ernakulam, India

BACHELOR OF BUSINESS ADMINISTRATION, MG UNIVERSITY

June 2014 – March 2017 | Ernakulam, India

INTERESTS

Reading Book, Cooking, Social Media Interaction, Listerning music

DECLARATION

I hereby declare that all the details given above are true and correct to the best of my knowledge.

Anil Baby
Sharjah