

**AJUN ANTONY**

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### Contacts

Mobile: +971 505165447

Email:

Sujithantony94@gmail.com

### Present Address

United Arab Emirates

### Visa Status

Valid UAE Visit Visa

Validity : 07/02/2023

### Vaccination Status

2 Dose Covishield

Vaccinated from: India

### Vernacular Efficiency

English, Malayalam ,Hindi,  
Tamil

### Technical Skill

- MS-office
- DCA

### **Synopsis**

Professional with Diploma having more than 5 years of experience in **Retail Sales & Billing** section. Seeking a position to implement innovative strategies & utilize my strengths.

### **Work Experience**

**Designation: ASM cum Cashier**

Organisation : Vanheusen (ABFRL)

Duration : Sep. 2019 – Nov. 2022

### **Roles & Responsibilities:**

- Direct and supervise employees engaged in sales, inventory taking, reconciling cash receipts, or in performing services for customers.
- Handle the POS/ Billing counter efficiently
- Process the payment by cash/credit card/ Vouchers
- Preparing general cashier daily report
- Processes returns and exchanges.
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Taking initiatives based on the feedback of the customer to improve the quality and service levels.
- Provide customer service by greeting and assisting customers
- Organize and maintain selling floor displays and sales information.
- Preparing weekly schedules. Keep records of purchases, sales.
- Effectively develop ongoing customer relationships to enhance sales.
- Assisted customers with their needs through store to store as well as ship to home orders.
- Resolve customer complaints regarding sales and service.
- Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise

## Personal Snippets

Date of Birth: 01-05-1994

Gender: Male

Nationality: Indian

Marital Status: Married

Passport No: M1502092

## **Designation: ASM cum Billing**

Organisation : LEE & Wrangler

Duration : May 2013 – Sep. 2017

### **Roles& Responsibilities:**

- Provide customer service by greeting and assisting customers
- Collects payment using the store point of sale system.
- Processes returns and exchanges.
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Issue receipts, refunds, change or tickets
- Demonstrates and explains merchandise, selecting and suggesting options suitable for the customer's needs.
- Effectively develop ongoing customer relationships to enhance sales.
- Retrieves merchandise from sales floor, stock room, or other inventory locations; places special orders.
- Resolve customer complaints regarding sales and service.

### **Education**

- Offset Printing Technology from KGTE, Kerala
- 12<sup>th</sup> in the year 2010 with 70% marks.
- SSLC in the year 2008 with 65.6% marks

### **Personal Strengths and Skills**

- Ability to convince others
- Target Oriented
- Ability to build relationships with customers
- Self-discipline, self-motivated, confident and hardworking.

### **Areas of Interest**

- Administration, Account & Billing Management, Customer/ Client Management

### **References**

- Available on Request

### **Declaration**

I do hereby declare that all the information mentioned above is true to the best of my knowledge.

Date :

Place: United Arab Emirates

**AJUN ANTONY**