



Sukhvir Kaur

EXPERIENCE

November 2019 - September 2021

Receptionist Final touch immigration consultant | Faridkot, India

- Directed clerical tasks, including copying, faxing and file management.
- Met incoming customers with professional approach and provided friendly, knowledgeable assistance.
- Captured and processed client information, entering data into online systems for wider company use.
- Maintained clean and orderly reception area to impress and welcome visitors.
- Filed and maintained invoices, customer records and other paperwork to facilitate ease of retrieval.
- Answered and directed incoming calls to relevant staff members using multi-line telephone system.

November 2021 - I currently work here

Supermarket Cashier West zone supermarket | Barsha, Dubai

- Scanned items with precision and speed, reducing customer wait times.
- Greeted customers enthusiastically, engaging in conversation to ensure friendly, professional customer care.
- Maintained clean, hygienic checkout areas, upkeeping positive brand reputation.
- Helped with grocery packing, working efficiently to minimise delays for queueing customers.
- Handled fresh produce carefully, packing meat and fish separately for optimised hygiene.
- Trained new team members in cash register operation, stock procedures and customer service.
- Packed purchased items properly to prevent damage to delicate products.

EDUCATION

May 2014 - September 2017

Bachelor of Science | B.sc non medical

D.A.V college, india

LANGUAGES

Hindi: C1
Advanced

English: C1
Advanced

Punjabi: C2
Proficient

📍 Dubai internet city, Dubai

📞 0581274790

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SUMMARY

Hardworking experienced in handling money, helping customers and working at high tempo. Careful with cash and payments to maintain accuracy. Dedicated to customer satisfaction and enthusiastic support for diverse needs.

SKILLS

- Friendly customer service
- Multitasking and prioritisation
- Call handling
- Greeting customers
- Clean and tidy nature
- Fast-paced item scanning
- POS operation
- Cash payment processing
- Credit and cash transactions
- Excellent verbal communication
- Cash drawer balancing
- Cash management
- Customer greeting
- Cash counting
- Cash counting machine operations
- Basic knowledge of computer

ADDITIONAL INFORMATION

- Date of birth - 09/01/1997
- Nationality - india