



Ajith Kuttikrishnan



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Dubai, UAE

SKILLS

- Stock control
- Stock counting
- Cash management
- Ensured accurate cash handling
- Customer relations
- Complaint handling

LANGUAGES

Tamil: First language

English: C2
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Hindi: C2
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Malayalam: C2
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EDUCATION

Don Bosco higher secondary school | India
Higher secondary (Grade 12)

DRIVING LICENSE

UAE driving license manual
(No 3)

SUMMARY

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and experience, where I can grow with, the organization and prove to be asset for its effective functioning, be a teamplayer for the achievement of organization goal and its success.

EXPERIENCE

10/2021 - Current

Customer Service Assistant

Enoc | Dubai, UAE

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising
- Assisted customers with queries and complaints
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers
- Manage point-of-sale processes
- Keep up to date with product information
- Accurately describe product features and benefits
- Follow all company's policies and procedures

11/2018 - 08/2021

Administrative Assistant

A.K. Lunawath & Associates | Chennai, India

- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Answer telephone calls and pass them on
- Handle sensitive information in a confidential manner
- Coordinated procurement of office supplies
- Optimised team training and staff development.

DECLARATION

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