



# PRIYA MOL P M

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## Summary

To join an organization where I can employ my skills and expertise, and attain a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me, and ability to work well with others.

### **Skills**

- ◆ Excellent communication and interpersonal skills.
- ◆ Willingness to work effectively and efficiency.
- ◆ Social, organized and co-operative and a good team player.
- ◆ Confident & strong personality.
- ◆ Presentable, energetic and self - Motivated

### **PERSONAL INFORMATION**




 **Date of birth** : 11/06/1988  
 **Nationality** : India  
 **Marital Status** : married  
 **Visa Statue** : Visit Visa

### Computer Skills

#### **MS Office**



- MS Word
- MS Excel
- Photoshop

### **LANGUAGES SKILLS**



-  English
-  Malayalam
-  Arabic basic

## **APPLING FOR CASHER & RECEPTIONIST**

### Experience

 **Position** : Casher & Receptionist  
 **Company** : Rajakumari Gold and Diamonds

 **Place** : India  
 **Duration** : 2 years










 **Position** : Casher & Receptionist  
 **Company** : Badri Royal Furniture TVM

 **Place** : India  
 **Duration** : 3 years.

 **Position** : Casher & Receptionist  
 **Company** : Al Jabriya Furniture & Interpose Company

 **Place** : Kuwait  
 **Duration** : 1 years.

### Duties and Responsibilities

-  Update calendars and schedule meetings
-  Arrange travel and accommodations, and prepare vouchers
-  Keep updated records of office expenses and Costs
-  Manage transactions with customers using cash registers.
-  Scan goods and ensure pricing is accurate.
-  Collect payments whether in cash or credit.
-  Issue receipts, refunds, change or tickets.
-  Redeem stamps and coupons.
-  Cross-sell products and introduce new ones

### Education

- Certificate in Nursing
- Plus Two
- SSLC

### Declaration

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief