

MONA RAJPUT



Contact

📍 Dubai
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Skills

Customer Service: "Provided excellent 100% customer service, ensuring a positive shopping experience," or "Resolved customer complaints and issues with professionalism and efficiency".

Cash Handling: "Managed cash transactions with a 99% accuracy rate," or "Balanced cash drawers daily with minimal discrepancies".

Point of Sale (POS) Systems: "Proficient in operating various POS systems," or "Skilled in using POS systems for processing transactions and generating reports".

Communication: "Effectively communicated with customers to answer questions and provide assistance," or "Clearly explained product information and promotions".

Problem Solving: "Resolved customer complaints and issues effectively," or "Troubleshooted problems with POS systems".

Languages

Hindi

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

GANGA AUTO MOBILES - TWO WHEEL WORKSHOP

2016 - 2017

Data Entry

- * Accurately input, update, and maintain data in company systems or databases.
- * Verify the accuracy of information and resolve any discrepancies.
- * Organize and manage data files to ensure easy retrieval and access.
- * Follow data entry protocols to meet confidentiality and security standards.
- * Collaborate with team members to ensure data consistency across departments.
- * Generate reports from data systems as management requests.
- * Perform routine quality checks to ensure data integrity.

PRAMUKH AUTOMOTIVE - TATA MOTORS CAR

2020 - 2024

Cashier

- Processing Transactions: Accurately handling cash, credit, debit, and gift card payments using point-of-sale (POS) systems.
- Customer Service: Providing friendly and efficient service, answering questions, and resolving issues.
- Maintaining Checkout Area: Ensuring a clean, organized, and well-stocked checkout area.
- Cash Handling: Managing cash drawers, reconciling transactions, and ensuring accuracy.
- Product Knowledge: Providing information about products and assisting customers in locating items.

EDUCATION

M.G.Singapuri girls high school

2015

10th

Pass

ABOUT

Passport Detiled

Passport Number :-C9265301

Date Expir :-05/03/2035

Nationality :-India

MATERIAL STUTUS

Married

English

Gujarati

Marathi



MONA RAJPUT