



Mr. RAHUL SHARMA

Cashier

Contact No. – +971-567080269

Email ID – rahulaxmi081291@gmail.com

Date/Place of Birth

- ❖ 28 Jan 1992, INDIA

Nationality

- ❖ Indian

Skills

- ❖ Computer Skills
- ❖ Microsoft Excel
- ❖ Microsoft Word
- ❖ Microsoft PowerPoint
- ❖ Customer Service
- ❖ Leadership Skills
- ❖ Ability to Multitask
- ❖ Time Management
- ❖ Fast Learner
- ❖ Team Work

Hobbies

- ❖ Social Working
- ❖ Learning a new Language

Languages Speaks

- ❖ English
- ❖ Hindi
- ❖ Local Language under learning

Education

- ❖ High School
Year of Passed-2010
- ❖ Secondary
Year of Passed-2012

Courses

- ❖ Basic and Advance Computer.

Visa Details

- ❖ Residence Visa (2Yrs)
- ❖ NOC Available

Profile

Dedicated Customer service Representative dedicated to providing quality care for ultimate customer satisfaction. Proven ability to establish and maintain excellent communication and relationships with clients. Adept in general accounting and finance transactions. Dedicated to identifying customer needs and delivering effective solutions to all problems. Excellent time management skills combined with superior knowledge of the customer service industry. Bilingual, hardworking and ready to join my next team.

Employment History

Billing Clerk / Cashier, Life Supermarket, Panchkula (INDIA)

March 2014 – February 2015

- Registers sales on a cash register by scanning items, itemizing and totaling customer's purchases.
- Resolves customer issues and answers questions.
- Collects payments by accepting cash, cheque, and card charges payments from customers and makes changes for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Helped to train new stock clerks on store procedures.
- Built new store displays to effectively display merchandise.

Clerk Front Office, Cavalier India, Chandigarh (INDIA)

April 2015 – September 2016

- Served as a dedicated Office Administrator in a fast paced office.
- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy.
- Managed front-end and back-end development in the company's portfolio Analyst, Employee Track and Account management systems.

Data Entry Operator/Clerk, VSRC (INDIA)

October 2016 – October 2023

- Served as a dedicated Data entry operator cum clerk in a fast paced office.
- Worked as a friendly and helpful DEO clerk, renowned for fast and excellent service.
- Performed all administrative and clerical tasks in the office.
- Implemented effective organizational systems.

Note: Currently staying in the UAE.

Contact me on: +971-567080269

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Signature:

Date: