



RENI THOMAS

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Sharjah United Arab Emirates

PROFESSIONAL SUMMARY

Motivated sales pro with telesales & back-office experience. Exceeds targets, and offers exceptional service. Adaptable & organized in fast-paced settings. Driven to boost revenue & build client relationships.

REFERENCES

REFERENCES: Shall be provided as required

LANGUAGES

- Malayalam: Native language
- Hindi: Native language
- English: C2
- Proficient

ADDITIONAL INFORMATION

- ACCOMPLISHMENTS , Participated in National level Seminar. Best student award in HSC

EXPERIENCE

07/2021 - 06/2023

Cashier and sales assistant

Mayura Silks | Kottayam , India

- Helped customers with specific item requests by answering questions and offering knowledgeable product advice.
- Maintained clean, tidy and organised checkout areas.
- Greeted customer entering store and clearing their queries
- Worked flexible schedule and extra shifts to meet business needs.

09/2018 - 03/2019

Assistant Teacher

Marthoma LP School | Mallapally, India

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria Provide in-class and at-home assignments based on the available lesson plan
- Monitored progress through classwork, coursework and project marking to provide extra support for struggling students.
- Created lesson plans in accordance with national curriculum and school-wide curriculum standards.
- Established clear objectives for all lessons, units and projects to achieve universal success.
- Set and communicated ground rules for classroom to encourage respect and personal responsibility.
- Observed and assessed student performance to identify areas requiring improvement.
- Provided positive feedback to instill confidence in students.

02/2017 - 03/2018

Front Office Executive

International Academy Kottayam Kerala India | Kottayam

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.) Greet and welcome guests Answer all incoming calls and redirect them or keep messages Prepare outgoing mail by drafting correspondence, securing parcels etc
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary Keep updated records and files
- 6 months experience as replacement

EDUCATION

April 2007
Maharshi Dayandand Saraswati University | India
Bachelor of Computer Applications: Bachelor of Computer Applications

April 2004
SML VERMA M ASHRAM SR SS | BHILWARA RAJASTHAN
Pre-University

April 2002
SML VERMA M ASHRAM SR SS | BHILWARA, RAJASTHAN.
SSLC

LANGUAGES

Malayalam, English, Hindi: First Language
English: C1

Advanced