



# DILJITH K

## Data Entry Operator

To work in a firm where I can use my technical knowledge and skills that would enable me to grow and fulfill the goals of the organisation by being Data entry operator and Cashier to be involved in new projects which offers challenges, responsibilities and opportunities for future progression that will broaden my knowledge and sharpen my skill and turn help the company.

## EXPERIENCE

■ 2022 August - 2023 September

**AAK MALL LLP (India)**

**Data Entry Operator**

- Accurately inputting various types of data into the system, such as product information, prices, quantities, and sales transactions.
- Inventory Management: Maintaining an up-to-date record of the hypermarket's inventory, tracking stock levels, and managing restocking orders.
- Price and Label Verification.
- Double-checking and verifying the accuracy of the data entered to prevent errors and discrepancies.
- Cooperating with other departments, such as purchasing and sales, to ensure the smooth flow of data and information.
- Staying up to date with data entry software and technologies and providing training to new employees when necessary.

■ 2021 March - 2022 July

**AAK MALL LLP (India)**

**Cashier**

- Operate cash registers, POS systems, and other payment processing equipment
- Handling customer inquiries and resolving any cash-related issues or discrepancies.
- Collaborating with management to optimize cash flow and cash management strategies.
- Reconcile cash register at the beginning and end of shifts to ensure accurate financial records.
- Overseeing and managing daily cash handling operations, including cashiers and cash registers.

■ 2020 May - 2021 Aug

**Casino Hotels Ltd. (India)**

**F&B service**

- Communication Skills: Effective communication with guests and co-workers
- Coordinating with kitchen staff, bartenders, and other service workers to ensure smooth operations and timely food delivery.
- Able to handle unexpected situations and find solutions on the spot.
- Promoting special offers, events, and loyalty programs to encourage return visits.

## PERSONAL DETAILS

**Passport Details** V6122421 (Expire: 17-01-2032)

**DOB** 16-06-1999

**Marital Status** Single

**Visa Status** Visit Visa

## Contact

### Phone

+971554764050

### Email

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### Address

Zabeel building  
Al-Karama, UAE

## Education

2020

**B.Sc -Catering Science and Hotel Management**

Bharathiar University, Coimbatore, India

2016

**HIGHER SECONDARY (62%)**  
**GHSS NIRAMARUTHUR, Kerala-India**

2014

**HIGH SCHOOL (90.4%)**  
**GHSS NIRAMARUTHUR, Kerala-India**

## Expertise

Advanced Communication skill

POS system operation

Oddo

Infy

Microsoft Word

Basic math skills

Microsoft Excel

Multitasking

Management skills

## Language

English

Malayalam

Hindi

Tamil