

# **CURRICULUM VITAE**

**DIMPAL BAWA**

Fire station road

Sharjah, UAE

**Mobile:** +971-504234773

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## **Objective**

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the Company. I am looking for an opportunity to enhance my learning and get associated with a company that provides job satisfaction, self-development and a challenging position to apply my knowledge & skills for mutual growth.

## **Work Experience**

### **D-MART**

**At Punjab, India (Period 2022-2023)**

**AS A RECEPTIONIST /CASHIER/ STOREKEEPER**

Job duties and Responsibility:

- Transferring calls as necessary
- Taking and ensuring messages are passed to the appropriate staff member in time
- Preparing vouchers for payable and receivable.
- Recording and maintaining office expenses
- Managing office inventory such as stationery, equipment and furniture
- Reconcile invoices and identify discrepancies
- Review and file payroll documents
- Collect and sort invoices and checks
- Process invoices/bills so that they can be paid
- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Maintain inventory of the daily issuing and receiving materials.
- Maintaining all the documents of the issuing and receiving materials and submitting the proper authority.
- Coordinating of the supervisor regarding issuing and receiving of the materials.
- Making Store requisition of the issuing materials.

### **SINGLA GENERAL STORE**

**At Punjab, India (Period 2021-2022)**

**AS A CASHIER**

Job duties and Responsibility:

- Provides a positive customer experience with fair, friendly, and courteous service
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases
- Resolves customer issues and answers questions
- Discounts purchases by redeeming coupons
- Bags purchases if needed
- Discounts purchases by redeeming coupons
- Balances cash drawer by counting cash at beginning and end of work shift

## EDUCATION

**Bachelor of Arts (B.A.) - (2021)**

Punjabi University of Patiala.

**Higher Secondary Education - (2018)**

Board of Punjab

## COMPUTER SKILLS

- Digital India course
- Typing.
- Word Processing: Microsoft Word, Microsoft OneNote, SharePoint, Pages.
- Spreadsheet: Microsoft Excel, Numbers.
- Communication Tools: Microsoft Outlook, Mail, Gmail, Microsoft Team, Google Hangout, Skype, Zoom, Slack, TeamViewer.
- Social Media: Facebook, Instagram, Pinterest, Twitter, YouTube

## Abilities

- Disciplined and Team Worker
- Multitasking
- Perform Assigned task with grant responsibility
- Hard working.
- Leadership experience
- Problem-solving abilities

## Personal Details

|                |   |                          |
|----------------|---|--------------------------|
| Nationality    | : | INDIAN                   |
| Date of Birth  | : | 24-06-2000               |
| Gender         | : | FEMALE                   |
| Marital Status | : | MARRIED                  |
| Language Known | : | ENGLISH, HINDI & PUNJABI |
| Visa Status    | : | Visit Visa               |

## Passport Details

- Passport No : Y9096348
- Date of Issue : 25-10-2023
- Date of Expiry : 24-10-2033
- Place of issue : CHANDIGRAH

## Declaration

I hereby declare that the above furnished information is true and correct in best of my knowledge and belief.

**DIMPAL BAWA**