

SUBVAN SHARMA



E-mail

subvansharma1@gmail.com

Contact Number

☎ : +971-589887341

Personal Data

Date of Birth : 12-02-2003

Gender : Male

Marital status : Single

Nationality : Indian

Passport No : X7748185

Passport Expire : 05-06-2033

Location : Bur Dubai

Hobbies

- Playing football, Cricket
- Gym

Strengths

- Flexible and professional attitudes
- Leadership quality
- Team worker
- Impressive convincing skills
- Target oriented
- Ability to analyze
- Positive attitude
- Dedicated and Self-motivated
- Working under deadlines and pressure
- Hard worker.

Languages Known

- English - Fluent
- Hindi - Fluent
- Nepali - Fluent

Computer Skills

- MS Excel, Pivot, V-Lookup, Etc.
- Internet, Outlook, Gmail

Environmental Interests

- Professional and friendly
- Team work.

Career Objective

- To Succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

Educational Qualification

● R K MEMORIAL ENGLISH AND HINDI HIGH SCHOOL ASSAM, (INDIA)

PASSED H.S.LC. EXAMINATION (SEBA) YEAR 2019

● SARVAPALLI RADHA KRISHNA ACADEMY ASSAM, (INDIA)

ASSAM HIGHER SECONDARY EDUCATION COUNCIL (AHSEC), YEAR 2021

● GUWAHATI COLLEGE, (INDIA)

PASSED B.A (H) YEAR 2024

CAREER SNAPSHOT.

- Professionally qualified with Secondary School Leaving Certificate.
- Well experiences in internet tools and MS Office Applications
- Hardworking and Systematic with assignments, trained to be familiar with the procedures of administrative and other relevant documents.
- Excellent time management skills and ability to work in high pressure situations.

Work Experience

Company : RELIANCE. (INDIA)

(JUNE 2024-OCT 2024).

Role : CASHIER.

Exp. 5 month(s)

Job Responsibility

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or card.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Track transactions on balance sheets and report any discrepancies.
- Handle merchandise returns and exchanges.
- Maintaining a clean workspace.

References

Will be furnished upon request

I hereby certify that above mentioned information is true and correct to the best of my knowledge.

Sincerely yours

SUBVAN SHARMA.

