



FLAMICA LOBO

OBJECTIVE

To apply my experience and skills towards a position that offer a new challenges and responsibilities, full utilization of my talents and offer opportunity to the application of knowledge to real life situation, learning and professional growth.

CONTACT

📞 971 559108751

✉ loboflamica1994@gmail.com

📍 AL SATWA, DUBAI .

PERSONAL INFO

Date of Birth: 15-11-1994

Nationality : Indian

Gender : Female

Visa status : Visit visa

SKILLS

- Good communication skills.
- Excellent presentation skills.
- Work well with people.
- Self motivated and High expectation.
- Team work and time management.
- Ability to handle irated customer.
- Excellent coordination skills.
- Problem solving.

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Konkani- Native

EDUCATION

- BCOM from Goa Board -2018
- H S S C passed from Goa Board-2014
- S S C passed from Goa Board -2012

Completed Computer application Institute
DIGICOM COMPUTER EDUCATION.

Experience

Store picker/Inventory controller **2021-2023**
Talabat store-Dubai ,UAE.

- Pulls and packs product based on daily orders.
- Ensuring work areas are kept clean, neat and well-organized.
- Keeps products separated, organized and in good rotation. Packing incoming stock away, taking inventory and reporting shortages.
- Keeping records of incoming and outgoing shipments.
- Picking orders as requested by management.
- Sealing and tagging containers, confirming accuracy of orders and signing pick tickets to confirm.
- Ensuring correct shipping information is attached and moving completed orders to shipping area.

Cashier /Inventory controller **2019-2021**
West zone supermarket-Dubai,UAE

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Keep a record of sales and restock the store accordingly Train new store staff.
- Plan promotional campaigns for new products or specials Ensure that the store is kept clean and organized

Office Assistant **2019-2019**
YUG VISION-Rail wire company -Goa ,India.

- Handling incoming and out going phonecalls
- Know to operate fax, scanning, printing, photocopying.
- Provide all admin assistance.
- Encoding or typing all correspondences and filing Maintains the cleanliness and orderliness of the office