



# HARIS E P

0521786973

harisharry858@gmail.com

## WORK EXPERIENCE

### RECEPTIONIST CUM ADMINISTRATOR

#### CLIFF STORIES RESORT - VARKALA

FEB 2023 TO MARCH 2025

- Welcome guests to the property and complete the check in procedure.
- Attend phone calls and give proper information to the guests.
- Take reservation and send the booking confirmation to the guests over mail.
- Supervise the staffs and check their daily tasks.
- Accept payments from the guests in cash or debit card at the time of check out.
- Maintain attendance register, daily sales reports in Excel worksheet.
- Manage the property in the absence of the manager.

### CASHIER

#### PASONS GROUP OF HYPERMARKETS - DUBAI

AUG 2018 TO JULY 2020

- Welcome the customers to the shop.
- Respond to the customer's questions and doubts.
- Bill the products brought in by the customers at the POS.
- Accept the payments in cash or debit card.
- Pack the things in separate carry bags as per the type of goods.
- Report to the cashier's supervisor for settling the accounts at the time of closing.

### INVENTORY OFFICER

#### M & M WEDDING CENTRE - OTTAPALAM

JAN 2016 TO JUNE 2018

- Uplift the bundle of goods arrived at the textiles by informing the respective sales staff.
- Open the bundles and verify the goods with the invoices to check the quantity of materials supplied.
- Inform any shortage or excess in the quantity of goods to the purchase manager.
- Feed the invoices to the software and set the selling price of the products as per the instruction from the top management.
- Print the barcodes and inform the sales staff of the respective departments to stick those on the products.
- Hand over the invoices to the accountant after checking.

## EDUCATION

### Bachelor of Commerce CALICUT UNIVERSITY

2011 - 2013

### Higher Secondary GHSS CHERPULASSERY

2009 - 2010

### Secondary School PTM HS THRIKKATERI

2006 - 2008

## SKILLS

- Management Skill
- Microsoft Excel & Word
- Photoshop
- Tally ERP 9
- Communication Skill
- Canva

## LANGUAGE

- English
- Hindi
- Tamil
- Malayalam