



JAISON GEORGE

CONTACT

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- 📍 Dubai - UAE

EDUCATION

- **B-com Completed**

TECHNICAL SKILLS

- POS System Operation
- Billing & Invoicing Software
- Inventory Management Systems
- Cash Register Handling
- Barcode Scanning & Product Tagging
- Microsoft Office (Excel, Word)
- Digital Payment Processing

LANGUAGES

- English
- Tamil
- Hindi
- Malayalam

PASSPORT DETAILS

- Passport No : C7969038
- Date of Issue : 30/01/2025
- Date of Expiry : 29/01/2035
- Visa Status : Employment

PERSONAL DETAILS

- Date of birth : 26/07/1991
- Nationality : Indian
- Marital Status : Single

PROFILE SUMMARY

Motivated and reliable individual seeking a position as an Office Assistant and Machine Operator. Skilled in managing clerical duties such as data entry, filing, and scheduling to support smooth office operations. Quick to learn and adapt, with a strong mechanical aptitude for operating and maintaining machines safely and efficiently. Possesses good communication skills and a strong work ethic, committed to contributing positively to team goals and workplace productivity.

WORK EXPERIENCE

- ✓ **SALES MAN & CASHIER**
AB COPY POINT L.L.C, DUBAI - U.A.E **(2015 - 2025)**
 - Efficiently handled daily sales transactions, ensuring accuracy in cash and card payments.
 - Provided exceptional customer service by assisting clients with product selection and inquiries.
 - Managed inventory control, stock replenishment, and product display optimization.
 - Processed invoices, maintained financial records, and ensured compliance with accounting procedures.
 - Implemented effective upselling strategies to enhance revenue and customer satisfaction.
 - Coordinated with suppliers and vendors to maintain optimal stock levels and quality standards.
 - Maintained a well-organized workspace, ensuring smooth operational workflow and efficiency.

SKILLS

- Proficient in MS Office (Word, Excel, Outlook)
- Data entry and record keeping
- Basic office administration
- Effective communication skills
- Time management and organizational skills
- Ability to operate and maintain machinery
- Attention to detail and safety awareness
- Teamwork and collaboration
- Problem-solving skills
- Quick learner and adaptable