

KABILAN. S

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**CAREER OBJECTIVE:**

Seeking for a job to pursue a highly rewarding career and a healthy work environment where I am utilizing my skill and knowledge efficiently intend to build a career as a dedicated person develop my skill that dynamically aids the growth of the organization.

EDUCATIONAL QUALIFICATION

Course	Institution	Board / University	Percentage	Year of Passing
B.COM (CORP. SECT)	A.M. JAIN COLLEGE	University of Madras	74.3%	2021
HSC	ST. PETER'S HR. SEC SCHOOL	State Board	66%	2018
SSLC	ST. PETER'S HR. SEC SCHOOL	State Board	60%	2016

WORK EXPERIENCE:

- Company Name: Smart bazaar express avenue mall Chennai, India.
- Year of EXP : 3 year (2021 To Nov-2023)
- Role : Cashier

EXPERIENCED IN:

- 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
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

COMPUTER SKILL:

- Proficient & Functional in Windows, Microsoft Word, PowerPoint, FrontPage, Knowledge in Microsoft Excel (VLOOKUP, PIVOT TABLE, FORMULAS, CHARTS, DATA VALIDATION & MIS KEYBOARD SHORTCUTS)
- Goods and Service Tax & ERP TALLY.

DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief

KABILAN.S
(Signature)