

**KARTHIK. C. SHET**

I look forward to obtain a position within your esteemed organization where I can utilize my accounting and management skills and experience to ensure and play my role in the smooth functioning of the organization.

**Email:**

kshet7@gmail.com

**Contact Number:**

+971563559363

+919901935797

**Address:**

England Cluster, International City, Dubai

United Arab Emirates

**Date of Birth:**

23 July, 1993

**Passport Number:**

* P3125271

**WORK EXPERIENCE:**

**CREW TRAINER** (Mc Donald’s Saudi Arabia)

***2019-2021***

*McDonald's is the****world's leading food service retailer****.*

* Monitoring employee performance.
* Updating cash register.
* POS handling, with appropriate daily cash flow.
* Maintaining checklist, register temperature and inwards and outwards of the products.
* Updating timer for shelves, and checking expiry of the product.
* Instructing crew and deploying them their tasks.
* Making sure the restaurants is clean and tidy (clean as go)
* Ensuring all the Mc Donald’s standards are been followed respectively.
* Updating attendance register of the employees.
* Verifying end of the day sale report, in according FIFO & LIFO methods.

**Cashier**

**T. Choithrams & Sons LLC**

*2017 – 2019* *Dubai, United Arab Emirates*

*Choithrams today is a successful group with associates in diverse fields like wholesaling and manufacturing of edible & non-edible items.*

*Achievements/Tasks*

* 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
* Bag, box or gift-wrap packages
* Handle merchandise returns and exchanges
* Redemptions of salaam points touch points.
* Dealing with foreign currency and its rates.
* Up selling the promotional items as per the company’s instructions.

**Second Division Assistant**

**Ganapathy Pre-University College**

*2015 - 2017* *Mangalore, India*

*This is a pre-university college in the city of Mangalore, Karnataka and was established in the year 1972.*

*Achievements/Tasks*

* Management and recovery of tuition fee remitted by students
* Planning & drafting of annual budget for the academic year
* Management of staff reimbursement & remuneration
* Maintenance of cash flow books from various organizations.
* Development of financial statements for audit purpose
* Maintenance & upkeep of scholarship records & accounts under various schemes (BCM, SWO, NSP)

**Marketing Executive**

**Ideal Ice Creams**

*2013 - 2015* *Mangalore, India*

*Ideal Ice-Cream is a leading manufacturer of ice cream and chain of cream parlours in the city of Mangalore*

*Achievements/Tasks*

* Drafting of expenditure and sales reports
* Client & customer management via E-mail and on-call facilities
* Management of purchase orders by buyers
* Financial recovery, analysis & drafting of financial reports for audit purposes

**TECHNICAL SKILLSET**

* Microsoft Office: Word, Excel & Power Point
* Tally Software
* C Programming

**SOFT SKILLS**

* Leadership
* Multi-Tasking ability
* Optimistic and wholesome approach to problem at hand
* Effective communicator
* Team Player

**EDUCATION**

**Bachelor of Business Management**

**Amritha College**

*2011 - 2014* *Mangalore, India*

**Pre-University College**

**Sharada Pre-University College**

*2010- 2011* *Mangalore, India*

**Secondary School Leaving Certificate Examination (SSLC)**

**B.G.S High School, Kavoor**

*2008 - 2009* *Mangalore, India*

**LANGUAGES**

English

*Full professional proficiency*

Hindi

*Professional working proficiency*

Kannada

*Professional Working Proficiency*

Konkani

*Native or Bilingual Proficiency*

Tulu

*Native Proficiency*

**DECLARATION**

I hereby declare that all information stated is true to the best of my knowledge.



**KARTHIK C. SHET**