**MAYURESH N. GAWDE **

Near Al Ain Mall

Back of DIB, Al Ain UAE

Mobile No: 0569151269

Email Add: Mayuresh.8643@gmail.com

**Objective:**

To secure a rewarding career with organization work environment wherein my knowledge and experiences can be utilized towards the success and efficient growth of the company while offering me scope for new learning opportunities.

**Work Experiences:**

**Louzan Fashion (Abaya & Sheila).**

Dubai UAE

May. 2018 – Present

**Cashier Cum Sales**

**Duties and Responsibilities:**

* Responsible for Receiving Cash, Credit Card, Cheque, Credit Note, Voucher, Loyalty Points sand a Variety of payments and to post in the system at the same time.
* Recording of daily sales, sales orders, receipts, petty cash, drawer cash, customer balance pending orders & credit sales.
* Prepare Inventory related reports, Daily sales report, Daily collection reports, EOD summary, Pending Order, Credit Sale.
* Maintain Confidentiality Product Information’s, Sales Figures, Customer Data, Pricing & sale Promotions.

**City Shoes Trading L.L.C.**

Al Rigga Rd. Deira Dubai UAE

March. 2016 – April. 2018

**Store in charge/ Salesman/Cashier**

**Duties and Responsibilities:**

* Ensure that each customer receives outstanding service by providing a friendly environment which include greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Taking care of day to day operations of the store and ensures maximum profitability for the shop or workplace.
* Inform the purchase department well in advance about the items that reach the re- order level to order from supplies.
* Perform related duties and responsibilities as assigned.
* Promote inventory related awareness program.
* Suggestive selling to new arrival products.
* Makes sales report forwarded to supervisors.
* Make sure that the displayed products are properly arranged all the time.
* Attend to the needs of the customers.

**Ahmed Mohd Hussain Building Materials Est.**

Deira Dubai

May 2014 – Nov 2015

**Coordinator**

**Duties and Responsibilities:**

* Follow up a process of invoice both internal and external.
* Achieving of invoice data according to its categories.
* Able to work with different environments handling multiple clients and contacts for each invoice.
* Keep track on slow approvals.
* Approval/ research and rectify Goods reached to destination.
* Generated new clients over the phone and in-person by understanding customer needs and providing appropriate solutions.

**D-Link (RMA) Goa, India**

Verna Indstrial Est Goa

**QC ENGINEER**

One Year Experience.

**Duties and Responsibilities:**

* Perform initial inspection and raise report.
* Provide customer service standards and satisfaction.
* Perform in-process inspection according to procedures and customer's specifications.
* Perform any other related duties as assigned by Immediate Supervisor.
* Prepare Data Book upon completion of jobs.
* Knowledge on all the products.
* Possess excellent technical knowledge and ability to handle multiple tasks.
* Performed troubleshooting and solving problems related with quality control aspects.

**Educational Background:**

**Higher Secondary Level Completed**

Year 2006

Fr.Agnel M.Higher Secondary School

Verna Goa

**Diploma in Electronic & Communication**

Year 2010

Institute of shipbuilding Technology Goa

Vasco Goa

**Computer Background:**

Computer hardware repairing, networking & CCNA

Good Knowledge in MS Word, MS Excel and Windows

DTP, Internet

Typewriting Awareness in English

**Languages:**

Can speak, Write: English, Hindi.

Basic: Arabic

**Personal Information:**

Date of Birth : March 28, 1989

Age : 35

Height : 5’9

Nationality : Indian

Civil Status : Single

Passport No. : R8130552

Visa Status : On Employment Visa (**Valid until** **13 August 2026**)

I look forward with great enthusiasm to be a part of your company.

**MAYURESH N. GAWDE**