

MELVIN T MYCLE



Profile

Reliable and customer-focused professional with experience in cashiering, customer service, and retail operations. Skilled in handling transactions, assisting customers, and maintaining a smooth store environment. Proficient in using POS systems, managing cash, and supporting sales goals. Known for providing excellent service, resolving issues quickly, and contributing to a positive shopping experience.

Experience

AL MADHINA SUPERMARKET

01/06/2025 – Still working

- Unload deliveries and place product on shelves in proper categories.
- Rotate stock using the FIFO method to minimize the waste from expired product.
- Assist in conducting physical inventory counts.
- Remove damaged, expired or recalled items from shelves.
- Keep shelves, aisles and storage area clean and organized.
- Help customers find product and answer basic questions.
- Ensure pricing labels are accurate and visible.
- Restock special promotional items promptly

CASHIER AND CUSTOMER SERVICE ASSOCIATE

RELIANCE TRENDS

30/01/2024 - 21/04/2025

- Processed customer purchases efficiently through POS systems, handled cash, cards, and digital payments accurately.
- Provided exceptional customer service by assisting shoppers with inquiries, product selections, and returns, ensuring a positive shopping experience.
- Maintained and balanced cash registers, prepared daily cash reports, and supported in achieving store sales targets.
- Assisted in store merchandising, restocking shelves, and ensuring visual displays were appealing and up-to-date.
- Handled customer complaints professionally, resolving issues quickly to maintain customer satisfaction and loyalty.
- Promoted ongoing offers and loyalty programs to customers, helping to boost store revenue and customer engagement.
- Ensured compliance with company policies and security procedures during cash handling and customer transactions.
- Supported inventory management by assisting with stock audits, tagging new arrivals, and ensuring accurate product labeling.

Details

Dubai, UAE

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Whatsapp: +91 7306964078

melvintmycle@gmail.com

Education

BCOM COMPUTER APPLICATION

MG University

2019

HIGHER SECONDARY

Board Of Higher Secondary Examination

Kerala, India 2016

SSLC

Board Of public Examination Kerala, India

2014

Computer skills

- MS Office
- MS Excel
- Tally ERP-9
- SAP

Languages

- Malayalam
Native
- English
Conversational

Professional Skills

- Cash Handling
- Customer Service Excellence
- Sales Support
- Inventory Management
- Product Knowledge
- Cash Reconciliation
- Complaint Resolution
- Stock Replenishment
- Visual Merchandising
- Sales Reporting
- Team Collaboration
- Customer Engagement
- Loyalty Programs
- Retail Operations

BILLING CUM SALESMAN POURNAMI HOME GALLERY

02-12-2021 - 26-02-2023

- Accurately managed customer billing and cash transactions, ensuring seamless checkout experience and maintaining financial accuracy at all times.
- Actively engaged with customers to understand their needs, provided expert product recommendations, and consistently achieved or exceeded sales targets.
- Maintained up-to-date stock records, coordinated with inventory teams for timely replenishment, and ensured the sales floor was organized and presentable to maximize customer satisfaction.
- Resolved customer queries and complaints promptly, ensuring a high level of customer satisfaction and building long-term client relationships.



Personal Details

Nationality	: Indian
Date of Birth	: 29-04-1999
Marital Status	: Single
Passport No	: T9901116
Date of Issue	: 14-10-2019
Date of Expiry	: 13-10-2029
Place of Issue	: Trivandrum
Visa Details	: Visit Visa
Visa expire	: 07/07/2025

Declaration

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

MELVIN.T. MYCLE