



MINURA MALSHAN

CONTACT

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📍 Hilly tower, Al nahda, Sharjah

🌐 Residence Visa

EDUCATION

2013-2016
SUCCESSFULLY COMPLETED
GCE ORDINARY LEVEL AND
ADVANCED LEVEL

2014
DIPLOMA IN ENGLISH
CITY & GUILDS-LONDON
ENGLISH TRAINING CENTER

SKILLS

- Cashier Management
- Math and Computer Tech
- Customer Service
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Malay (Fluent)
- Indonesian (Fluent)
- Tamil (Beginner)

PROFILE

I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.

WORK EXPERIENCE

DHT Group LLC

2024 - PRESENT

Date Entry Clerk

- Monitor inventory levels and coordinate with the supply chain team to prevent stockouts.
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output.
- Monitor brand consistency across marketing channels and materials.

New Pharmacy PLC

2022

Cashier & Sales Assistant

- Tally cash at the end of each shift and handle discrepancies according to company policies.
- Ensure that the counter area is kept clean and organized at all times.
- Efficiently process customer transactions using a cash register or POS system.

SS Best Mart Supermarket

2019-2021

Head Cashier

- Handle various forms of payment, including cash, credit/debit cards, and vouchers.
- Resolve any customer queries or issues related to pricing, payments, or products.
- Welcome customers with a friendly demeanor and assist them throughout their shopping experience.

Ceylinco Life Insurance

2018

Sales Assistant

- Responding to incoming calls and messages, directing them to a sale
- Promoting the company using various marketing strategies

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.