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Dubai, UAE

### **PROFESSIONAL SUMMARY**

Motivated and detail-oriented professional with over 5 years of experience in logistics, retail, and e-commerce operations. Skilled in cash handling, customer service, and online order processing. Proven ability to work efficiently in fast-paced environments while maintaining a strong focus on customer satisfaction.

#### WORK EXPERIENCE

## Ecommerce Associate / Cashier - GMG Consumer L.L.C, UAE | Aug 2023 - Present

- Operate POS systems for accurate transaction processing.
- Handle cash and card payments, and balance daily registers.
- Manage customer service and support for online pick orders from NowNow, InstaShop, and ElGrocer.
- Coordinate e-commerce orders and ensure timely dispatch.

## Picker (Outsourced to Talabat - Delivery Hero Stores), UAE | Nov 2022 - Jul 2023

- Employed through outsourcing company and deployed to Talabat.
- Processed and packed online grocery orders with speed and precision.
- Ensured order accuracy and quality before dispatch.

## Food Packer – Restaurant Goraya, India | Jan 2020 – Jan 2022

- Packed meals efficiently and supported kitchen operations.

# OFC Operator – Chhabra Enterprises, India | Jan 2018 – Jan 2019

- Operated optical fiber cable equipment and performed basic maintenance.

# Office Boy – Chhabra Enterprises, India | Jan 2017 – Jan 2018

- Delivered documents, supported administrative tasks, and maintained cleanliness.

### **EDUCATION**

Office Automation – Times School of Technical Education – 2020 12th – Punjab School Education Board – 2017 10th – Punjab School Education Board – 2015

### **SKILLS**

E-commerce Operations, Point of Sale (POS) Systems, Cash Handling, Customer Service, MS Office, Teamwork & Reliability, Communication & Adaptability

#### **LANGUAGES**

English, Hindi, Punjabi, Maithili