



NEENA ANITHA PRABHAKARAN



+971 509375429



neenaanithaprabhakran@gmail.com



Dubai, United Arab Emirates

PERSONAL INFORMATION:

Nationality: Indian
Date of Birth: 24/02/1996
Gender: Female
Marital Status: Single
Language: English , Tamil , Malayalam
Hindi and Arabic

PASSPORT INFORMATION:

Passport No: T8349632
Passport Expiry: 25/09/2029
Visa Status: Residence Visa

SKILLS:

- Customer Service Skills to Make Sure Clients are Happy
- Having the Ability to Listen and Talk Well with Others
- Paying Attention to the Little Things so that Products look their Best
- Being able to Work Quickly and Stay on Task Despite a busy Work Schedule
- Previous Experience Working in a Store can be Helpful

➤ PERSONAL SUMMARY:

- Customer Service Representative with over 2 years in fast- paced customer service and call center environments. As a customer service representative. I am personable good at building loyal relationships, solving problems, and Increasing Sales. I also excel in listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.

➤ EDUCATION & QUALIFICATION:

- S.S.L.C – General Education Department, Govt. of Kerala in 2012
- Plus Two – Board of Higher Secondary Examination Govt. of Kerala in 2014
- Advanced Certificate in Offset Printing 2016
- POST Operation and Finishing in 2017
- GDA – Certified by Healthcare Sector Skill Council, Ministry of Skill Development & Entrepreneurship

➤ PROFESSIONAL EXPERIENCE:

- **Post at Dubai Mindful Minimart LLC 2022 to 2024**
Cashier
 - ✓ 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
- **Health Care Assistant in 2019**
 - ✓ Ensuring that supplies and medical equipment are replenished.
 - ✓ Improving the mobility of patients.
 - ✓ Setting up equipment required by healthcare professionals.
 - ✓ Taking the temperature, blood pressure, and blood glucose levels of patients, and recording the results.
- **Baby Care Centre at Qatar in 2020 to 2022**
 - ✓ Ensuring the children have good hygiene and changing diapers as necessary
 - ✓ Cleaning interactive areas throughout the day
 - ✓ Preparing meals and snacks for the kids
 - ✓ Organizing activities and developing curriculum for older children
 - ✓ Developing a schedule for the children to maintain throughout the day
 - ✓ Keeping records of each child's progress, interests and any problems that may occur
 - ✓ Maintaining contact with the children's parents and contacting them in the case of an emergency

➤ DECLARATION

I Hereby Declare that the Information given above is True to the best of my Knowledge. I'll be proud to Work you, allowing me to shaping up with both growth and challenges, but I'm confident to make the best of my opportunity.