



NOONAVATH BHAGYALAXMI

CONTACT

MOBILE : 055 47 27 521
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ADDRESS : Dubai, UAE

PERSONAL DETAILS

Date of Birth : 09-05-1992
Nationality : Indian
Marital Status : Married
Gender : Female
Languages : English, Hindi and Telugu

PASSPORT DETAILS

Passport No : B8448081
Issue Date : 19-12-2023
Exp. Date : 18-12-2033
Visa status : Visit Visa

EDUCATION DETAILS

- Intermediate GOVT JUNIOR COLLEGE
- S.S.C. from Z.P.S.S (GIRLS) RAIKAL
(S.S.C Board, Andhra Pradesh)

SKILLS

TALLY PG DCA

- Initiative
- Time management skills.
- Attention to detail.
- Communication skills.
- Interpersonal skills.
- Flexibility.
- Customer service.
- Refine your organizational skills.
- Highly numerate
- Excellent communication and organizational skills

OBJECTIVE

To seek a key position in the organization to play a vital role applying all of my capabilities and professional qualification to make my contribution in the progress/development of the organization.

WORK EXPERIENCE

Accountant - Cashier - Online Sales Venkataramna Traders- Telangana - India Feb -2022 to till date

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.
- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.

Bus Assistant Greenwood High School- Telangana - India 1 year

Assists the driver with reverse operation of the bus by exiting bus and providing hand signals and other appropriate forms of guidance. Monitors students and maintains order on the bus, and may recommend approved applicable behavior management suggestions. Moves about the bus to attend to student needs.

DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

NOONAVATH BHAGYALAXMI