



PRABHJOT SINGH

Bur Dubai – U.A.E

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PERSONAL DETAILS

Nationality:

Indian

Date of Birth:

26/05/1998

Sex:

Male

Marital Status:

Single

Languages:

English, Hindi & Punjabi

Passport Number:

Y3532589

Date of Expiry:

04/06/2034

Visa Status:

Visit Visa

Skills:

- Good communication skills
- Quick Learner
- Hardworking
- Believe in Discipline
- Easy adaptable to any kind of environment
- Good team member

CAREER OBJECTIVE

To broaden my knowledge, skills and techniques and be able to contribute on company's success by rendering services to the best of my qualities and to perform my task duties and responsibilities efficiently and effectively to add values to my company.

ACADEMIC CREDENTIALS

- 10th passed
PSEB of Punjab, India
- 12th passed
PSEB of Punjab, India

WORK EXPERIENCE

Assistant Salesman TVS Showroom Alliance, Ludhiana, India
1 Year

Worked in Passport Office as a Owner (2020- Till Now)

Duties & Responsibilities

- Scanning items and explaining prices to customers
- Removing security tags and wrapping other items
- Taking a tally of the till, when required during a shift and producing transaction reports
- Collect payments and bag purchases for customers
- Asking customers about their shopping experience for exceptional customer service
- Processing coupons and vouchers
- Balancing the till at the end of the day and maintaining an accurate cash drawer

COMPUTER SKILLS

- Basic Computer Skills (Ms-Word, Excel, Power Point)
- Internet & Email

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E

Prabhjot Singh