



PRIYA PARVEEN KUMAR

CONTACT



+971 563994154

satvirpriya1994@gmail.com



Burjuman, Dubai, UAE

Personal Information

Date of Birth: 20 Feb 1994

Nationality : Indian

Language : English, Hindi, punjabi

Visa Status : Visit Visa

SKILLS

- Active listening
- Verbal Communication Skills
- Computer skills
- Customer service
- Good team player
- Quick learner
- Problem-solving
- Time management

PERSONAL PROFILE

To be hired in a high quality performing company and apply my skills and knowledge that will contribute to the company progress and have continues education that will help in enhancing my professional competency.

WORK EXPERIENCE

CASHIER

Safa madina, Dubai, UAE

Joining at 31/08/22 to Aug.2024

- Manage transactions with customers using the point-of-sales system.
- Scan products and ensure accurate pricing.
- Take cash, credit and debit payments.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns

Sales

Labbla Shop in Meena Bazar

June 2021 to July 2022

- Manage transactions with customers using the point-of-sales system.
- Scan products and ensure accurate pricing.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns

Receptionist And Skin Care

Sky Star Saloon Dubai.

Mar 2021 - June 2021

- Remove hair using permanent and temporary methods (e.g. electrolysis and waxing)
- Apply hair products, like serum, cream and clay to style hair
- Give manicures and pedicures following clients' preferences
- Recommend hairstyles and nail colors to match clients' needs and personal style
- Apply makeup products
- Provide guidelines to clients on how to take care of their skin
- Book appointments over the phone and serve walk-ins based on availability
- Maintain updated client records (e.g. contact details and treatments)
- Cross-sell therapies and beauty products, when relevant
- Make sure our working area is clean and equipment is sterilized at all times

FOOD INCHARGE IN VEGETABLES & CASHIER

New Era Supermarket Dubai.

2019 - 2021

- Ask customers about their needs and help them in making purchases.
- Escort customers to the appropriate aisle or shelf in order to assist with purchasing decisions.
- Provide excellent customer service.
- Ensure the store is clean, safe and in order.

SUPERVISOR

ITC Company India.

2017 - 2019

- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching

HOSPITAL RECEPTIONIST

Part Time India.

2016 - 2018

- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors, and patients.
- Maintain business inventory such as checking supplies, scheduling equipment, and maintenance repairs.
- Answer all phone calls in a professional and courteous manner.
- Perform all duties within HIPAA regulations.
- Maintain confidentiality of all doctor, staff, and patient information.

Skin Care SALOON

India.

2008 - 2015

- Evaluating clients' beauty needs by asking questions and performing skin analyses.
- Providing facial and body hair removal treatments.
- Performing various massage techniques on clients' face, hands, feet, and back.
- Explaining all treatment procedures to clients.
- Performing various skin treatments according to clients' needs, such as peels, facials, and skin rejuvenation treatments.
- Providing manicures and pedicures.
- Offering clients advice on cosmetic and skincare products.
- Properly sterilizing beauty tools and equipment after every use.
- Ensuring that used inventory is replaced.

EDUCATION

HIGH SCHOOL

Plus Two +2