



RAHUL RAJ THIRUNILATH

PROFILE SUMMARY

Dedicated and results-driven professional with extensive experience in sales, billing, customer service, and event coordination. Over the years, have developed strong skills in managing daily transactions, providing excellent customer service, and ensuring smooth event operations. With expertise in handling cash, operating registers, and maintaining accurate financial records, have consistently met and exceeded sales targets. Ability to coordinate multiple tasks, manage customer relationships, and solve problems efficiently has enabled to excel in fast-paced environments. Possess strong organizational and communication skills, along with a client-focused approach that ensures customer satisfaction.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Customer service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

WORK EXPERIENCE

SALES, BILLING, AND CASHIER | 2024 – 2025

KIWI DATES AND NUTS, BANGALORE, INDIA

KEY RESPONSIBILITIES

- Managed daily transactions, including sales and billing, ensuring accuracy and efficiency.
- Operated cash registers, handled cash, and processed payments via different modes (credit/debit cards, mobile payments, etc.).
- Provided excellent customer service by assisting customers in selecting products, answering inquiries, and addressing concerns.
- Maintained a high standard of cleanliness and organization at the cash register and sales area.
- Ensured product displays were well-organized and stocked, and assisted in inventory management.
- Generated sales reports and ensured proper record-keeping for financial transactions.
- Assisted in reconciling daily sales and preparing cash drawers for the next business day.
- Promoted and upsold additional products to increase sales and meet store goals.

SALES EXECUTIVE, BILLING & CASHIER | 2022 – 2024

AL GILANI SUPERMARKET, ALBAHA, SAUDI ARABIA

KEY RESPONSIBILITIES

- Managed customer transactions, ensuring accurate billing and payment processing.
- Operated cash registers, handled cash, and processed payments through various methods (credit/debit cards, mobile payments, etc.).
- Provided excellent customer service, assisting with product selection, answering inquiries, and resolving concerns.
- Maintained a clean and organized checkout area and product displays.
- Assisted with stock management, ensuring products were correctly labelled and replenished.

CONTACT

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rahulrajkyd68@gmail.com

Malappuram, Kerala, India

EDUCATION

DIPLOMA IN FINANCIAL ACCOUNTING WITH TALLY | 2022

- G Tech, Vengara
Malappuram, Kerala, India

BACHELOR OF ARTS IN ENGLISH LITERATURE | 2017 - 2020

- Calicut University
- Co-operative College,
Parappanangadi,

HIGHER SECONDARY | 2015 – 2017

- Board of Vocational Higher
Secondary Examination
- GVHSS Vengara

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Tally Prime ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

AREAS OF EXPERTISE

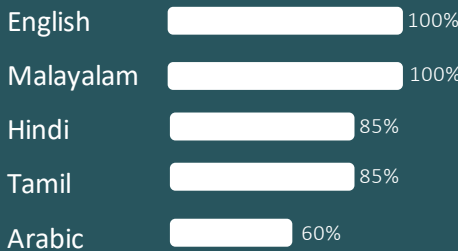
- Sales and Billing Management
- Customer Service Excellence
- Cash Handling and Financial Transactions
- Event Coordination and Management
- Team Leadership and Staff Supervision
- Inventory Management and Stock Replenishment
- Sales Target Achievement
- Product Knowledge and Upselling
- Conflict and Complaint Management

DRIVING LICENCE DETAILS

Holder of Valid **Indian** Driving License

License No : 65/2304/2018

LANGUAGES KNOWN



INTERESTS



SITE COORDINATOR | 2017 – 2019

EVENTIA EVENT DESIGNERS, KOTTAKKAL, KERALA, INDIA

KEY RESPONSIBILITIES

- Coordinated and supervised event setup and operations, ensuring smooth execution from start to finish.
- Managed event logistics, including transportation, equipment, and staff coordination.
- Collaborated with clients to understand their event requirements and ensured all needs were met.
- Worked closely with vendors, suppliers, and contractors to ensure timely delivery and setup of event materials.
- Supervised event staff and provided guidance to ensure tasks were completed on schedule.
- Conducted site inspections to ensure all safety and operational protocols were followed.

PERSONAL STRENGTHS

- **COMMUNICATION** – Strong interpersonal skills, including effective verbal communication, problem-solving, and active listening, suitable for any administrative role.
- **CUSTOMER SERVICE** – Client-focused approach with skills such as patience, attentiveness, and the use of positive language to ensure satisfaction.
- **ORGANIZATION** – Proficient in assisting others with task organization, creating to-do lists, and prioritizing tasks to meet deadlines, which enhances time management efficiency.
- **MANAGEMENT** – Skilled in guiding and directing others, as well as evaluating their performance to ensure productivity and efficiency.

PERSONAL DETAILS

Gender	: Male
Date of Birth	: 04/11/1999
Nationality	: Indian
Marital Status	: Single
Passport Number	: U2845735
Date of Expiry	: 02/12/2030
Permanent Address	: Thirunilath H Kooriad P O Vengara Malappuram, Kerala, India 676306

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RAHUL RAJ THIRUNILATH