

CURRICULUM VITAE

RAMSHIDA. PM

RECEPTIONIST /CASHIER



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ramshipm00@gmail.com



Passport No: V5010188



Indian



BurDubai.U.A.E

PERSONAL PROFILE

- DOB : 17-03-1994
- Gender : Female
- Visa Status : Visit Visa
- Marital Status : Married

SKILLS

- Communication
- Customer service
- Critical thinking
- Teamwork
- Problem-solving
- Organization

EDUCATION

- High School
- Higher Secondary
- BA Economic

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

PROFESSIONAL SUMMARY

To seek a responsible position and climb up the hierarchy through consistent performance in a well established and ever growing organization to contribute and hone up ones professional, interpersonal and organizational skills while working for the organization and also for ones individual development as a person.

WORKING EXPERIENCE

♦ Cashier with Billing

Souq Al Madina Super Market, Ajman-UAE Since 2023-Till

Job Responsibilities

- 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.

♦ Receptionist with Billing

Aster Medcity, Kochi-Kerala since 2021-2023.

♦ Receptionist

Royal Wedding-Kerala since 2019-2021.

Job Responsibilities

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.

DECLARATION

I hereby certify that the above information is true and correct according to the best of my knowledge. If selected, I assure that I would perform to the best of my abilities and beyond. Awaiting kindly for a favorable response. Thank you.