

RANJITH KOKKULA

CASHIER & ASSISTANT ACCOUNTANT

DUBAI, UAE | +971 523788565 | kokkularanjith1977@gmail.com

NATIONALITY: - INDIA

Objective

Challenging career on organization strives for excellence with my knowledge & team effort while making positive contribution to promote the individual opportunity & professional growth also my strong organizational, communication, auditing, training and leadership skill help me to create safe and health work environments for the well-being of staff and the optimization of business outcomes

Experience

QATAR STAR L.L.C- (Qatar)

LAUNDRY FOREMAN: -

2019-2021

- As a Team Lead at Qatar Star LLC Company, I was responsible for supervising, motivating, and guiding a team of 28 employees to achieve both individual and team goals.
- My role was to ensure operational efficiency, foster a positive work environment, and facilitate communication between team members and management to enhance performance and customer satisfaction.
- Reporting & Documentation: Prepared daily and weekly reports on team performance, project progress, and operational issues to present to upper management.
- Conflict Resolution: Mediated conflicts within the team, fostering a collaborative and supportive environment and maintaining team morale.

PARGON BAY CARREFOUR & GALLERIA MALL - (Abu Dhabi)

WAREHOUSE TEAM LEADER& ADMIN: -

2021-2022

- Overseeing and coordinating daily warehousing activities, including receiving, storing, handling, shipping, and managing inventory.
- Scheduling and assigning tasks to warehouse staff.
- Implementing and enforcing safety guidelines and procedures.
- Assisting in inventory control.
- Overseeing the receipt, storage, and dispatch of goods
- Taking orders and resolving complaints

DUBAI HARBOR

TEAM LEADER & SUPERVISOR: -

2022-2023

- Managing the working team
- Handling ongoing operations
- Time management
- Handling baggage scanning process

DP WORLD

2023–persuing

CASH ACCOUNTANT: -

- Processing cash, debit, credit, and check transactions using a cash register or point-of-sale system
- Balancing the cash register
- Courteously greeting customers and giving them the best customer service needed
- Maintenance of payment sequence and accounts department filling system and file store
- Maintenance of records of all transactions on excel spreadsheet
- Cash handling

Education

HIGH SCHOOL

Z.P.H.S Rapally

2013-2014

GPA: - 8.6

INTERMEDIATE (M.P.C)

2014-2016

Siddartha junior collage

GPA: 8.2

BACHELOR'S DEGREE (B.COM)

2016-2019

Vani degree collage

ADVANCE LEVEL EXCEL COURSE

Skills & abilities

- Advance Excel
- MS -Office
- Oracle
- Communication
- Leadership
- Driving

UAE DRIVING LICENSE: -

License number :- 4806145

Issued date :- 17-10-2024

Expiry date :- 17-10-2026

LANGUAGE: -

- **ENGLISH**
- **HINDI**
- **TELUGU**