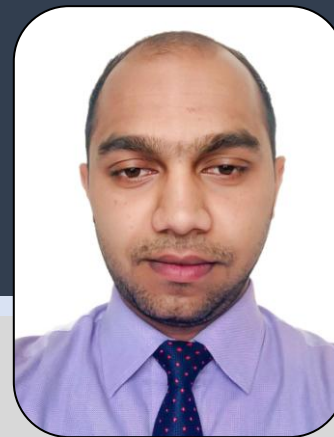


# RASAM VAMSHI

Phone : +971-54 591 9424  
Email : rasamvamshi01@gmail.com  
Location : Dubai UAE



## EXPERIENCE

### OFFICE ASSISTANT CUM CLEANER

#### Al Kanz Jewellery - Dubai, UAE

(Aug 2021 to Sep 2023)

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Vacuuming, sweeping, and mopping floors of various types.
- Dusting ceilings, light fittings, countertops, and loose furniture.
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
- Emptying trash cans.
- Washing and drying windows.

### SALES MAN & DELIVERY BOY

#### Vasavi Hypermarket, Nizamabad- Telangana, India

2 years

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.
- Assisting with loading and unloading items from vehicles.
- Accepting payments for delivered items.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Taking Orders by Phone

### EDUCATION

- 10th Grade from Z.P.H.S, Amrad, Telangana
- 12th Grade from S.S.R Junior College, Nizamabad, Telangana
- Basic Computer Knowledge

### DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge and belief.

RASAM VAMSHI

## PERSONAL PROFILE

Date of Birth : 01 OCT 2000  
Gender : Male  
Nationality : Indian  
Marital Status : Single

## PASSPORT DETAILS

Passport no : T9930884  
Issue date : 03 DEC 2019  
Expiry date : 02 DEC 2029  
Visa status : Cancellation

## LANGUAGES KNOWN

ENGLISH

HINDI

TELUGU

## SKILLS & STRENGTH

- Time Management
- Process Implementation
- Strong Verbal Communication
- Multitasking
- Good team member
- Ability to work under pressure