



## PROFESSIONAL SUMMARY

Intend To Build A Career With A Leading Corporate With Committed And Dedicated People, Which Will Help Me To Explore Myself Fully And Realize My Potential Willing To Work As A Key Player In A Challenging And Creative Environment.

## SKILLS

- Computer skills.
- Communication skills.
- Good knowledge of product
- Ability to take responsibilities.
- Quick Learner.

## LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- MALAYALAM

- Nationality :INDIAN
- Passport No. : X8826008
- Visa Status : UAE VISIT VISA

# RESHMA

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📍 DEIRA,DUBAI-UAE.

## EXPERIENCE

**03/2022 - 06/2023**

**CASHIER & BILLING**

**MR HyperMarket MOOZHICKAL,CALICUT,KERALA.**

1. Greet and direct customers provide accurate information(e.g. product features,pricing and after sales services )
2. Answer customers questions about specific product/ services .
3. Receive payment by cash, check, credit cards, vouchers, or automatic debits.
4. Issue receipts, refunds, credits, or change due to customers.
5. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
6. Coordinate with the retail sales representatives.
7. Provide excellent customer service.
8. Inform customers about special offers & discounts .

**05/2017 - 02/2022**

**INVENTORY ACCOUNTANT**

**Anfal HyperMarket BHATKAL,KARNATAKA.**

- 1.Operating the system ERP.
- 2.Receive the goods from Supplier and make the Quantity & Price are correct with the purchase order.
- 3.Recording the product,entering the cost of product and set the appropriate margin price.
- 4.Give the Barcode of products to salesman.
- 5.Maintain stock of all items in ERP.
- 6.Checking the Expiry of food items and beverages.
- 7.Keep record of Invoices.
- 8.Record and reject damaged items.
- 9.Maintain clean and orderly checkout areas.

## EDUCATION

**B.Com - 2017**

Govt.First Grade College Manki. [DHARWAD UNIVERSITY]

**P. U. C — 2014**

Pre University Board Govt.PU College Bhatkal.

**SSLC — 2012**

Karnataka Secondary Education Examination Board  
Morarji Desai Residential school, Mavalli Bhatkal.