



PROFILE SUMMARY

Dedicated and customer-focused Sales Assistant and Cashier with a strong background in retail pharmacy operations. Skilled in billing, customer service, and inventory management in fast-paced environments. Known for accuracy in transactions, supporting pharmacists with prescription handling, and maintaining an organized and hygienic store. Committed to delivering exceptional service with a positive attitude and strong interpersonal skills.

EDUCATION

■ DIPLOMA IN PHARMACY

Directorate of medical education

John Enoch College of Pharmacy with
First class.

■ GRAPHIC DESIGNING

Council for Education and development
of vocational information technology
with GPA score 2.3 in examination
conducted by board of examination.

DIGITAL SKILLS

- Microsoft Office

LANGUAGE

- English
- Malayalam
- Hindi

PERSONAL DETAILS

- Date of Birth : 16/09/1999
- Nationality : Indian
- Marital Status : Married
- Gender : Female

WORK EXPERIENCE

SALES ASSISTANT / CASHIER

(2022 - 2025)

APOLLO PHARMACIES LTD, TRIVANDRUM INTERNATIONAL AIRPORT

- Assisted customers in choosing appropriate medicines and health products based on needs and prescriptions.
- Operated POS systems efficiently, processing cash, card, and UPI payments with accuracy.
- Maintained daily sales records and conducted end-of-day cash balancing.
- Replenished shelves, organized product displays, and ensured proper stock rotation.
- Monitored expiry dates and handled damaged or expired stock per company guidelines.
- Promoted in-store discounts, new product launches, and loyalty programs to increase sales.
- Collaborated with pharmacists to ensure timely and accurate dispensing of medications.
- Maintained cleanliness and hygiene across counters and display areas.
- Addressed customer complaints and inquiries with professionalism and care.
- Assisted in regular stock audits and inventory management to avoid discrepancies.

SKILLS

- Customer Service
- Billing & Cash Handling
- POS System Operation
- Product Knowledge
- Inventory & Stock Management
- Prescription Processing Support
- Communication Skills
- Problem Solving
- Sales Promotion & Upselling
- Store Cleanliness & Organization
- Time Management
- Team Collaboration

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.