


RENJU KC

Office assistant / Sales girl / Shop incharge / Personal assistant

Dedicated and versatile professional with over 10 years of experience across retail and administrative roles, including Shop InCharge, Sales Associate, and Office Assistant. Proven track record in managing store operations, delivering excellent customer service, maintaining inventory, and supporting day-to-day office functions. Skilled in team supervision, client interaction, billing, record-keeping, and multitasking in fast-paced environments. Known for reliability, attention to detail, and a strong work ethic.

 **Phone :** +971 565312108  **E-mail :** renjusarathva@gmail.com  **Address :** Dubai, United arab emirates,

Work Experience

LEAD SALES EXECUTIVE & FLOOR MANAGER

Jan 2019 - May 2025

PEACOCK TEXTILES AND GARMENTS, KERALA, INDIA

- Sales target achievement
- Customer service & retention
- Floor staff supervision
- Inventory & stock management
- Product promotion & upselling

DESIGNER AND SALES PROMOTER

Jan 2015 - Jan 2019

PRIME ADS WEDDING STUDIO, KERALA, INDIA

- Created eye-catching visual designs to enhance brand appeal and drive customer interest
- Promoted products through engaging displays and marketing campaigns
- Combined creative skills with sales techniques to boost customer engagement and sales performance

SALES EXECUTIVE AND DESIGNER

Jan 2011 - Mar 2015

VALLAVI INVITATION CARDS, KERALA, INDIA

- Creative visual design & branding
- Sales strategy & target achievement
- Client communication & presentation
- Marketing material design (print & digital)
- Product promotion through visual campaigns

Core Skills

- Graphic designing skills
- Customer Service & Relationship Building
- Inventory Management & Stock Control
- Sales & Product Promotion
- Team Supervision & Staff Coordination
- Office Administration & Clerical Support
- Data Entry & Record Maintenance
- Communication & Interpersonal Skills
- Time Management & Multitasking
- Basic Computer Skills (MS Office, POS Systems)
- Problem Solving & Conflict Resolution

Certificates

ASSISTANT NURSING AND MIDWIFERY (ANM)

Jun 2020

Ribaz Health Care Academy, Thrissur, Kerala

Education

DIPLOMA IN MEDICAL LAB TECHNICIAN (MLT)

Jun 2008 - Jul 2009

Ideal institute of medical technology, Thrissur, Kerala

HIGHER SECONDARY EDUCATION IN BIOLOGY

Jun 2006 - Mar 2008

Kairali Vidyapeedam higher secondary school, Thrissur

Languages

English *(Fluent)*

Malayalam *(Native)*

Hindi *(Fluent)*

Tamil *(Fluent)*

Personal Details

DATE OF BIRTH : 30 MAY 1992

NATIONALITY : Indian

Marital Status : Married

Passport Details

Passport No : X6433040

Date of Issue : 20/02/2023

Date of Expiry : 19/02/2033

Place of Issue : Cochin

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