

RESHMA



CONTACT

📍 DEIRA,DUBAI-UAE

☎ +971523763588

✉ reshmanaik235@gmail.com

OBJECTIVE

Intend To Build A Career With Leading Corporate With Committed And Dedicated People,
Which Will Help Me To Explore Myself Fully And Realize MyPotential 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 responsibility.
- Quick Learner.

LANGUAGE



ENGLISH
HINDI
MALAYALAM
KANNADA

EDUCATION

Govt.First Grade College Manki. [DHARWAD UNIVERSITY]

B.Com

2017

Pre University Board Govt.PU College Bhatkal.
P. U. C

2014

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

2012

EXPERIENCE

MOON WALK GENERAL TRADING L.L.C,DEIRA-DUBAI
SALES CUM CASHIER

06/2023 - 04/2024

MR HyperMarket MOOZHICKAL,CALICUT,KERALA
CASHIER & BILLING

03/2022 - 05/2023

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 represantatives.
7. Provide excellent customer service.
8. Inform customers about special offers & discounts

Anfal HyperMarket BHATKAL,KARNATAKA.
INVENTORY ACCOUNTANT

05/2017 - 02/2022

- 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 theappropriate margin price.
- 4.Give the Barcode of products to salesman.
- 5.Maintain stock of alli tems 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.

OTHER INFORMATION

Nationality :INDIAN
PassportNo.:X8826008
VisaStatus :UAEVISITVISA