



SAMEESHA VS

To pursue growth of career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my studies and at the same time give me an opportunity to contribute to the growth of organization where I work.

CONTACT

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PERSONAL DETAILS

PASSPORT NO : T9589454
DATE OF EXPIRY : 06-10-2029
NATIONALITY : INDIAN
VISA STATUS : VISIT VISA

SKILLS

- MICROSOFT EXCEL
- BASIC OF TALLY ERP9
- MICROSOFT WORD
- MAGENTOSOFTWARE
- ODOO SOFTWARE
- RETAIL X SOFTWARE
- ANALYTICAL SKILL
- INTERPERSONAL AND COMMUNICATION SKILL

LANGUAGE

ENGLISH
HINDI
MALAYALAM
TAMIL

EDUCATION

B.COM WITH COMPUTER APPLICATION

MAHATMA GANDHI UNIVERSITY 2015-2018

WORK EXPERIENCE

INVENTORY EXECUTIVE & PROCUREMENT

DUBAI, UAE 2022-2023

FRESHTOHOME TRADING - SOLE PROPRIETORSHIP L.L.C

- Managing FreshToHome's all purchasing and procurement activities
- Maintaining monthly purchase register
- Assistance with the completion of month end bookkeeping.
- Determine the Lowest cost for products/material's
- Manage stock level and record stock movement.
- Assist with monthly document filing and archiving.
- Collaborate with the Marketing team for internal and external marketing activities.
- Reconcile invoices and identify discrepancies.

OFFICE ASSISTANT & CASHIER

ALROOYA HYPERMARKET LLC DUBAI 2020-2021

- Manage transactions with customers using cash registers.
- Handle cash, credit, or check transactions with customer
- Answer queries and handle complaints from customers regarding
- Weekly inventory checks and update to finance.
- Accounts payable and Receivable
- Recording Purchase entry and Cash book

CUSTOMER SERVICE ASSOCIATE (CSA)

KARVY DIGIKONNECT MANGALORE, INDIA 2019

- Communicating with customers through phone call and emails
- Listening to customer's concern and handling complaints and returns
- Giving details explanation of services and products.
- Keep up to date records on products on daily basis