



## SANDEEP KUMAR

Dubai, UAE

### CONTACT

Mobile No:

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### PERSONAL DETAILS

- Date of Birth : 06-11-1998
- Nationality : Indian
- Gender : Male
- Marital Status : Single
- Passport No : P7606128
- Passport validity : 22-03-2027
- Visa Status : Employment

### PROFESSIONAL SKILLS

- Intelligent and highly motivated
- Good listener with great verbal communication skills
- Eye for detail and accuracy.
- Reliable, with high integrity and strong work ethic.
- Ability to work as part of a team.
- Professional appearance and attitude.
- Proactive organizational skills.
- Basic Computer Knowledge

### EDUCATIONAL QUALIFICATION

- Secondary School Certificate

### LANGUAGE KNOWN

- English
- Hindi
- Punjabi

### OBJECTIVE

To seek excellence in profession in achieving the goals associated with and organization rendering an excellence services plans according to my academic qualifications and work experience.

### WORK EXPERIENCE

#### SALES MAN

D Mart Mall, Punjab, India

Duration: 1 year and 6 months

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

#### COMPUTER OPERATOR

##### (ACCOUNTS & BILLING DEPARTMENT)

JB Pipes, Punjab, India

Duration: 2 years and 6 months

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.

### DECLARATION

I hereby confirm the above information given is true and correct to the best of my knowledge.