



Mr.Sarath Kumar

VISA STATUS

Visit Visa : 14/03/2023 to 12/05/2023

jsp.sarathkumar@gmail.com

Al Qiyadha Metro Station, Dubai

+971 55 865 0562

EDUCATION

(BCA) Bachelors in Computer Application

DG Vaishnava College, Chennai

SKILLS

Cash Drawer Balancing

Cash Handling Skills

Client Management

Complex Problem-Solving

Staff Training & Development

Record-keeping & Documentation

Exceptional Customer Service

Analytical & Critical Thinking

SOFTWARE SKILLS

Ms-office (Word, Excel, Power point)

Tally(Accounting)

LANGUAGES

English

Bilingual Proficiency

Hindi

Bilingual Proficiency

Tamil

Native

INTERESTS

Meditation

Sustainability

Italian Cuisine

Gardening

ADMINISTRATOR- BACK OFFICE

Analytical, detail-oriented professional with 8+ years of extensive experience In providing exceptional customer service, administering customer transactions. Exceptionally organized and focused, demonstrating an outstanding aptitude to manage and balance a variety of financial transactions in a fast-paced environment.

WORK EXPERIENCE

Austin Leader Garments Pvt. Ltd

ADMINISTRATOR

04/2021 -02/2023, CHENNAI, IND

- Purchase Entries Inwards and Outwards.
- Processing incoming mail
- Creating and distributing documents
- Maintaining computer system by updating and entering data
- Maintaining monthly attendance for staffs.
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Maintaining Monthly Sales and Purchase Reports.

Men's Wear Clothing Pvt. Ltd

Manager

01/2019- 01/2021 CHENNAI, IND

- Deliver excellent service to ensure high levels of customer satisfaction.
- Motivate the sales team to meet sales objectives by training and mentoring staff.
- Create business strategies to attract new customers, expand store traffic, and enhance profitability.
- Respond to customer complaints and concerns in a professional manner.
- Ensure store compliance with health and safety regulations.
- Develop and arrange promotional material and in-store displays.
- Monitor inventory levels and order new items.
- Maintaining monthly Staff Attendance
- Maintaining Daily Sales and Expenses Report
- Maintaining Monthly Profit and Loss Report
- Purchase Entries Inwards and Outwards
- Payroll Processing

Soman Unavagam Hotels Pvt. Ltd

HR Assistant (Administration)

03/2017- 11/2018 CHENNAI, IND

NammaVeeduVasanta BhavanHotels India Pvt.Ltd

Admin, Cashier.

03/2016- 12/2016 CHENNAI, IND

Universal Overseas Consultants

Operation Team (Administration)

3/2014- 02/2016 CHENNAI, IND

5Elemenz Coffees and Conversation

Cashier (Part time)

01/2013- 10/2013 CHENNAI, IND

Mocha Coffees and Conversation

Cashier (Part time)

06/2012- 10/2012 CHENNAI, IND

MAXIMUM STAY 60 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY
الإدارة العامة للإقامة وشؤون الأجانب - دبي
GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

إذن دخول الكتروني - eVisa



سياحة - سفرة - 60 يوم
Tourism - Single - 60 Days

ENTRY PERMIT NO:

201/2023/11400410493

إذن دخول رقم:

Date & Place Of Issue: 14-03-2023 Dubai

دبي 2023-03-14

تاريخ ومحل الاصدار:

Valid Until: 12-05-2023

2023-05-12

تاريخ صلاحية الدخول:

U.I.D. No:

233431619

الرقم الموحد:

Allowed to enter U.A.E to:

أجيز بدخول دولة الامارات العربية المتحدة الى:

Full Name: Mr. SARATHKUMAR JANARTHANAN
JANARTHANAN

الاسم الكامل: ساراتكومار جانارتانان جانارتانان

Nationality: INDIA

الجنسية: الهند

Place of Birth: CHENNAI TAMIL NADU

مكان الميلاد: شيناي تامل نادو

Date of Birth: 07/10/1991

تاريخ الميلاد: 1991/10/07

Passport No: Normal / W5870700

رقم الجواز: عادي / W5870700

Profession: SALES EXECUTIVE

المهنة: تنفيذي مبيعات

Note: ENJOY YOUR VISIT & LEAVE BEFORE YOUR VISA
EXPIRES SO WE CAN WELCOME YOU AGAIN

تنبيه: تمتع بزيارتك و غادر قبل إنتهائها ليتم الترحيب بك مرة أخرى



إكسبو 2020
دبي، الإمارات العربية المتحدة
DUBAI UNITED ARAB EMIRATES

دبي 2040
DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتواصل مع الإدارة يرجى الاتصال بخدمة امر
هاتف: 8005111 / 04-3139999

For any inquiry please call AMER SERVICE
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