

S/L

SHUBHAM LALWANI

*****STOREKEEPER AND SALESMAN*****



AL KHAIL GATE, AL QOUZ,
DUBAI



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SHUBHAMLALWANI368@
GMAIL.COM



Strong problem-solver and analytical thinker seeking an administrative position that focuses on improving workflow and efficiency in an office setting. Strong background of over three years of administrative experience and proven communication skills.'

'Hardworking data entry specialist looking for a position in a results-focused workplace that allows me to apply my strong typing, data entry, customer service and administrative support skills. Typing speed is 70 WPM, while attention to detail ensures accurate and efficient data input.'

PERSONAL DETAILS

DATE OF BIRTH: 8/17/2001
NATIONALITY: INDIAN
VISA STATUS: EMPLOYED
MARITAL STATUS: SINGLE

ACCOUNTING

SOFTWARE SKILL

M.S WORD

M.S EXCEL

M.S POWERPOINT

M.S OUTLOOK

TALLY ERP 9

WORK EXPERIENCE

**HIPPOBOX
SUPERMARKET**
DUBAI MALL, DUBAI
AUG 2023 TO PRESENT

SALESMAN AND STOREKEEPER

1. Promote all the specific items to increase the sale.
2. Better display of all the products to make it visible for the customers.
3. Make order as per the requirements.
4. Provide better customer service to the customers to satisfy them.

NEW WEST ZONE

SUPERMARKET
DUBAI
OCT 2021 TO AUG 2023

FLOOR SUPERVISOR

1. Provide a good display to all promotional items.
2. Make order from warehouse to ensure sufficient quantity available in store.
3. Prepare purchase order to warehouse and supplier in market software.
4. Ensure better customer service.
5. Operate cash till in case of emergency

SKILLS	PAGARIYA JEWELLERS INDIA OCT 2020 TO SEP 2021	DATA ENTRY OPERATOR 1. Organised and updated documents management sytems to improve audit and reference processes. 2. Transferred data from paper formats into database system to keep digital formats.
* MANAGEMENT SKILLS	MAHAVEER JAIN NATIONAL SCHOOL INDIA OCT 2020 TO SEP 2021	ADMINISTRATOR 1. Maintained impeccable office organisation to support efficiency, professionalism and performance objectives. 2. Supported managers with proactive, effiecient clerical support to maintain smooth running organisation.
* PROBLEM SOLVING SKILLS		
* CRITICAL THINKING SKILLS		
* COMMUNICATION SKILLS		
* ORGANISATION SKILLS		
* RESPONSIBILITY		
LANGUAGES		
ENGLISH	EDUCATION	
	BHAGAT SINGH COLLEGE INDIA JUNE 2018 TO JUNE 2021	BACHELOR OF COMMERCE 65%
HINDI		
	SAINT PAUL'S CONVENT SCHOOL INDIA JUNE 2017 TO JUNE 2018	SENIOR YEAR OF HIGH SCHOOL 12 TH 80%
SINDHI		
	SAINT PAUL'S CONVENT SCHOOL INDIA JUNE 2018 TO JUNE 2021	SENIOR YEAR OF HIGH SCHOOL 10TH 88%
HOBBIES		
* MUSIC		
* CRICKET	DECLARATION I DECLARE THAT ALL THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.	
* MOVIES		
* TRAVELLING		
* DRAWING		
* READING		
* WRITING		