



SURAJ KUMAR

Profile

A highly motivated and hardworking individual looking for a responsible role in a reputable organization. Create value for my prospective employer through my dedicated and diligent efforts. I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

Experience

Contact

Phone

+971563778035

Email

surajkumar69760@gmail.com

Address

Bur Dubai UAE

Nationality

Indian

Education

High School

Daya Nand Kishan Inter Collage

Board of High School and Intermediate
Uttar Pradesh

Intermediate

Daya Nand Kishan Inter Collage

Board of High School and Intermediate
Uttar Pradesh

Skills

- Good Communication
- Customer Service
- Basic Computer Skills
- Fast Learner
- Adaptability
- Ability to Work In a Team
- Time Management

Languages

Hindi

English

○ 2018-2019

Mumbai

Office Boy

- Monitored and ordered office supplies, ensuring that the office was always stocked with necessary items
- Maintained inventory of office supplies and equipment, ensuring that the office was stocked with necessary items
- Operated office equipment such as printers, copiers, fax machines and scanners, ensuring smooth operation of office operations

○ 2020-2021

Rajasthan

Costumer Service

- Exceeded customer service expectations by providing friendly and courteous service to all guests
- Participated in store promotions to increase customer awareness of new products and services
- Operated cash registers, processed payments and issued receipts accurately and efficiently
- Performed regular stock audits and identified discrepancies, resulting in a more accurate inventory count

○ 2022-2023

Gujrat

Office Boy

- Monitored and ordered office supplies, ensuring that the office was always stocked with necessary items
- Ordered office supplies and equipment, ensuring that the office was adequately stocked
- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Created reports and documents as requested by the office manager
- Greeted customers in a friendly and professional manner

Visa Status

Visit Visa Oct - 2023 - Dec - 2023