



# Tapish Kumar Batoe

**Date of birth:** 15 October 2000

**Nationality:** Indian

+971507560051  
Tapishbatoe6@gmail.com  
UAE, Dubai

## PROFESSIONAL SUMMARY

I have 2 years of experience in providing excellent customer service and handling transactions with accuracy in India Post Department. I did this job as a Cashier , New Accounts Opening Sales and Parcel Deliveries Also. I possess a keen eye for detail, excellent communication skills, and the ability to work efficiently and accurately in a fast-paced environment. My biggest achievement has been maintaining a perfect record of accuracy and reliability while processing payments. I am highly organized, and have the ability to multitask and manage multiple tasks simultaneously. Moreover, I am a team player who is willing to help out other colleagues whenever needed.

## LANGUAGES

English  
Hindi  
Punjabi

## EXPERIENCE

- July 2021 - July 2023  
**GDS(Outsider)**  
India Post / India, Dehradun  
GDS(Outsider) at India Post, India (2021-07 - 2023-07): Gained valuable experience in delivering and managing customer service operations in a fast-paced environment. Demonstrated the ability to prioritize tasks and work efficiently with minimal supervision. Responsibilities included:
  - Attending to customer requests and inquiries
  - Ensuring accurate data entry
  - Assisting in daily operations of the post office
  - Maintaining records of financial transactions

## EDUCATION

- 12th Standard From BBOSE
- 10th Standard From CBSE

## SKILLS

Communication	Expert	Teamwork	Expert
Creativity	Expert	Problem-solving	Expert
Leadership	Expert	Adaptability	Expert
Computer Skills	Expert	Problem Solving	Expert
Cash Handling	Expert		