



Tapish Kumar Batoe

+971507560051

Tapishbatoe6@gmail.com

UAE, Dubai

Date of birth: 15 October 2000

Nationality: Indian

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		