



BALRAJ SINGH



Contact No:

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Email

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Address

Liwan , DUBAI , UAE

Skills

- Excellent interpersonal and leadership skills
- Strong ability to motivate team members
- Detail oriented mindset
- Excellent organizational skills
- Excellent communications skills
- Computer literacy
- Professional appearance and attitude

Language

- English
- Hindi
- Punjabi

Personal Info

- Date of birth : 09/01/1995
- Nationality : Indian
- Marital status : Single
- Passport NO : R6727717
- Passport Expiry : 27/12/2027
- Visa status : Employment Visa

OBJECTIVE

TO gain professional experience in your company and render my acquired knowledge for the company's success and achievements and learn more concepts that will improve my skills significantly.

Work Experience

TOP GROCER SUPERMARKET LLC LIWAN,DUBAI

CASHIER ,CUSTOMER SERVICE
15 JANUARY 2024 TO TILL NOW

Duties and responsibilities :

- Efficiently operated the cash register, handling cash, credit/debit card transactions, and vouchers.
- Provided friendly and professional customer service, assisting customers with inquiries, complaints, and product returns.
- Maintained accurate cash drawer and balanced transactions at the end of shifts.
- Collaborated with team members to ensure smooth operations and customer satisfaction.
- Stocked and organized shelves, ensuring the store's cleanliness and orderliness.
- Assisted customers with locating products and offered recommendations when necessary.
- Processed refunds and exchanges following store policies.

West zone supermarket L.L.C Al Karama Dubai ,UAE.
Customer service and cashier 06/Jan/2021 Tell 17/May/2023

Duties and responsibilities :

- Plans employee shifts and work schedules
- Coordinates job assignments and cross training between and within division
- Provides feedback on employee work performance
- prepares reports and updates for upper management
- Supervises processes and ensure smooth operations
- Making sure employees that report to you meet performance
- Ensure great customers service at all levels

BIG MALL BATHINDA INDIA
SENIOR CASHIER, SALESMAN,CUSTOMER SERVICE
MARCH 2019 TO DECEMBER 2020

Duties and responsibilities:

- Team Leadership: Trained and supervised a team of junior cashiers, improving their efficiency and customer service skills.
- Problem Solving: Addressed and resolved payment disputes and discrepancies, enhancing customer satisfaction.
- Record-Keeping: Prepared daily financial reports, tracked sales trends, and reported discrepancies to management.
- Sales Expertise: Developed product knowledge and implemented sales strategies that resulted in exceeding monthly sales.
- Cross-Selling: Identified customer needs and suggested complementary products.

R.L.MOTORLS PILIBANGA INDIA HERO MOTOCORP FIN.SERVICE
POST- SUPERVISOR
FEB 2015 TO NOVEMBER 2019

Education

Higher Secondary (12th)
2013

Declaration

I hereby declare that the above statements are true and current as best of my knowledge and belief I hope that above written will suit to your requirement .