



VARUN KUMAR

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Dubai, UAE

SKILLS

MS Office(Excel, Word)

Problem Solving

Team Work

Creativity

LANGUAGES

Arabic

Punjabi

Hindi

English

PROFILE

To expand my learnings, Knowledge & skills. Knowledge of MS Office Applications(Word, PowerPoint & Excel) as well as Internet . Organized cashier experience in handling cash, processing payments & communicating with customers, handling & solving complaints. Being customer oriented & self motivated is my core strength which can contribute to enhance the sales experience for the company.

EDUCATION

High School Diploma, MGS Holy Heart Senior Secondary School

Punjab, India | 1993 March - 2008 April

Achievements:

- Inter-House: won trophy for House in Cricket.
- Inter-school: Won Gold medal in Athletics in junior sections.
- participated in Inter-school marathon.

EMPLOYMENT HISTORY

Cashier, AWS Investment Group LLC (Rals Hypermarket) From September 22 Till Present

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.

Supervisor, Suraksha Motor Driving Training School Delhi, India | 2019 August - 2021 September

- Taking care of the payments, collecting payments from dealers & clients.
- Completing the paper work which are collected from the dealers from different places.
- Filing the paper work in the authorities.
- Helping with the recruiting.
- Handling client complaints & solving them professionally.
- Making schedule for the classes for Drivers & clients.

Kuwait | 2015 December - 2019 July

- Put together employees' time and production records, using calculator or computer and checks timesheets, work charts, and timecards for smooth functioning of the department.
- Calculates total time worked by employees, updates time worked to final timesheet, and sends timesheet to payroll department.
- Making the sheet for the employees for their incentives or bonus.
- May locate workers on jobs at various times to verify attendance of workers listed.

New Delhi | 2013 September – 2015 October

- Greet customers when entering or leaving the store.
- Manage transactions with customers using cash registers.
- Scan products and makes sure that the pricing is correct.
- Collect payments be it in cash or credit.
- Issue receipts, refunds or change.
- Resolve customer complaints, guide them and provide them with important information.
- Introduce new products to the customers.
- Maintain clean and tidy checkout areas.
- Handles product returns and exchanges.

Punjab, India | 2011 April – 2013 May

- Greeting customers, responding to questions, improving customer service.
- Helping customers with products within the store.
- Increasing in store sales by guiding the customers to choose the right product.
- Introducing promotions and opportunities to customers and meeting store targets if given any.
- Suggesting alternative products to increase purchase amounts & satisfaction levels.

PERSONAL INFORMATION

- Date of Birth: 28/06/1990
- Visa: Issue Date: 11-10-2022
Expiry Date: 10-10-2024
- Marital status: Single
- Nationality: Indian