**CURRICULAM VITAE**

**Vinod Kumar**

AL Raffa Bur Dubai, Dubai, 36090, Dubai, United Arab Emirates

MOB NO (+971) 543728340 (+971) 564046012

**Nationality:** Indian **Gender:** Male Date of birth: 10/03/1992

[vermavinu1947@gmail.com](mailto:vermavinu1947@gmail.com)

**Purpose of the Role** :-**:-**

Execute all activities necessary to ensure efficient store operations, prompt and excellent service to all customers,

as well as maximize store sales and customer service experience’s, as well as maximize store sales and customer

Service experience. Beginning confidence a hard working wish to you my potential and Interpersonal skill and skill to

Talent for my organization and individual

Development and to be assets for my organization

**Invoice clerk**

***SUPREME AUTO CARRIER PVT LTD***

**City:** GURUGRAM

**Country:** India

**Main activities and responsibilities:**

Receiving and sorting incoming payments with attention to credibility

Managing the status of accounts and balances and identifying inconsistencies Issuing

bills, receipts and invoice.

Assume the responsibility of receiving and sorting incoming payments with attention to

Credibility

Manage the status of accounts and balances and identify inconsistencies

Issue and post bills, receipts and invoices

Check the validity of debit Accounts.

16/01/2021 – Current] **Salesman and Marketing**

***Mangal Trading Co LLC***

**City:** DUBAI

**Country:** United Arab Emirates

**Main activities and responsibilities:**

Welcome and greet customers

Manage point-of-sale processes

Keep up to date with product information

Follow all companies’ policies and procedures

Prepare paperwork for all deliveries

Manage delivery and store staff

Issuing of quotations and follow-ups

Manage Face book quote requests, orders, sales and information requests

Meet set sales targets – Stock, replenish and clean sales areas

Assist client with product selection

Offer guidance and suggest products specific to customers’ needs and requirements.

Monitor and update display areas, Process payments of various kinds

Count and balance cash register and receipts.

Check inventory listing with actual inventory on shelf and report discrepancies to line manager

Set up promotional displays; signs and/or arrange merchandise on counters or tables to promote sales.

Ensure shop is always clean and tidy and displays are attractive.

**EDUCATIONAL QUALIFICATION :-**

* BA 1ST from HP University Shimla, passed in 2012 .
* Intermediate from H.P. Board Dharamshala, passed in 2009.
* High School from H.P. Board Dharamshala, passed in 2007

**COMPUTER LITERACY**

* 1 Year Diploma In Computer Application.

**PERSONAL INFORMATION:-**

* Name : Vinod Kumar
* Father’s Name : Shri Faini Ram
* Date of Birth : 10/03/1992
* Nationality : Indian
* Sex & Marital Status : Male, Married
* Languages Known : English and Hindi. punjabi
* Hobbies And Interests : Hard working and, Honesty.
* Permanent Address : Vpo-Basodhan Teh & Distt- Chamba (H.P.) INDIA.

I hereby declare that the above information is true to the best of my knowledge and belief

Date: ...Dubai........................

Place : .02.06.2023................ **(VINOD KUMAR)**