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|  |  **Vivek** **Hans** Vivekhans76@gmail.com   |   +971 501190230  DOB : 20/02/1994 | Driving license ( manual ) |

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| **Professional Summary** | Personal summary: Passionate and have a heart for learning. Young and energetic combined by experience in customer service, merchandising. My experience and knowledge will allow me to make an immediate contribution and be an integral part of a progressive company. |

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| **Skills** |

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| MerchandiserStock hangingTeam work | CommunicationCreativity |

MerchandiserStock hangingTeam workCommunicationCreativity |

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| **Work History** | Sales Assistant/Merchandiser/Cashier  |   ENOC, Emirates National Oil Company 11/2016 - Current * Responsible for the overall operation of the site in a particular shift assigned
* Ensures that the company's standards are being met through leading, motivating, and developing all staff reporting to him/her
* Prepares and compiles the site financial reports on a daily basis
* Responsible for the encoding of all the product returns and invoices as well as other administrative related task
* Develops and maintains weekly staff rosters, handover sheets and personnel records
* Deals with the customer issues and complaints in a professional, courteous and timely manner
* Assists the site in charge on a day to day basis and adheres to all the tasks and procedures directed by him/her in aligned with the company standards
* Greets customers and assists with products and services on a daily basis
* Handles cash register and interacts with the customers
* Observes the cleanliness and orderliness of the establishment to maintain a superior store image
* Monitors product expiries and observes proper stock keeping.

Sales Executive  |   Maruthi Automobiles - India Kerala 05/2016 - 11/2016  |

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| **Education**  | KNSK polytechnic collage 06/2016 Mechanical EngineeringMayyanad Higher Secondary School , India Kerala 06/2014 Science  |

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| **Languages** |

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| **English**: Bilingual or Proficient (C2) |  | **Hindi**: Intermediate (B1) |
| **Malayalam**: Bilingual or Proficient (C2) |

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| **Training and certificates**  | • IMS (Integrated management system)To have full knowledge about the five system that is very important to know (EHS, OHSAS , EnMs & QMS).• EHS (Environment, Health and Safety)Aims to prevent workers from suffering occupational diseases. To create organized efforts and procedures in identifying hazards in the workplace as well as knowledge about personal protective clothing and emergency responses.• Service with a SaleTeaching techniques how to give a service with a sale like upselling and promoting products. |

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| **Declaration** | I hereby declare that all the details given above are true to the best of my Knowledge and belief. |