

KIRAN DEVI

Cashier/Receptionist

+971 507959014

kiranbhatia44@gmail.com



EDUCATION

Msc in Biotechnology Panjab University Chandigarh

Bsc in Biotechnology Panjab University Chandigarh

WORK EXPERIENCE

Working as a Cashier

City zone supermarket, Oud Mehta, Dubai

From October 2022- till now

CAREER OBJECTIVES

Looking for a role in the organization to apply and learn my technical skills through significant opportunities of practical learning and dealing with challenges while working individually and in a team

CUSTOMER SERVICE AND CHAT EXECUTIVE

Jeena Sikho Lifecare Limited

From July 2020-January 2022

Roles & responsibilities

Answering customer queries, provide information about medicines, fixing customer problems, manage chat queues & concurrent with any issue they have with order, assist the customer with any issue they have with their order, products & services, answering any questions about the company's policies and procedures.

NANNY TEACHER

Mother's Pride Nannies Academy

From March 2019-2020

Roles & Responsibilities

Provide information about nanny's roles & responsibilities for child care, old care & disabled person; manage training of students in different sectors.

Biology Teacher

Holy Public School Himachal Pradesh

From January 2018-February 2019

Call Center Agent

God Grace Foundation

From December 2016-July 2017

Answering inbound & outbound calls, processing orders & payments, handling customer complaints, following up on customer calls, managing and updating customer databases.

PERSONAL INFORMATION

NAME: KIRAN DEVI

DOB: 22-07-1992

MARTIAL STATUS: MARRIED

NATIONALITY: INDIAN

CURRENT ADDRESS: Deira, DUBAI

PASSPORT NO: U6173664

Visa Status : FREELANCE VISA

Academic Projects

Dissertation/Projects in Msc. Biotechnology

A project work submitted on “isolation of multidrug resistant bacteria from hand” for the partial fulfilment of Msc.Biotechnology session 2014-2015

Projects work in Bsc.Biotechnology

A project work submitted on “water management and microbiology” for partial fulfilment of Bsc,Biotechnology session 2012-2013 at National Fertilizers Limited(NFL) Nangal.

Skills

- ❖ Computer proficiency;basic knowledge of computer
- ❖ Customer Service Skills
- ❖ Problem Solving
- ❖ Language proficiency
- ❖ Teamwork
- ❖ Responsibility

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Punjabi

DECLARATION

I here by declare that all the above mentioned information furnished by me is true and correct to the best of my knowledge and belief

Date:

KIRAN DEVI