

HOBBIES

- ➔ Listening Music
- ➔ Cooking
- ➔ Reading Books

NATIONALITY

- ➔ Indian

EDUCATION

- ➔ 10+2 from PSEB Mohali
- ➔ Matriculation from PSEB Mohali.
- ➔ I have done one year Diploma in DSM From Aptech Ropar university KU Processing Certificate for computer basic.
- ➔ I have done three months course of Domestic data entry

OTHER COMPUTER KNOWLEDGE

- ➔ Other languages, Photoshop for pro auto cad expert in MS Excel Formulas and fox pro commands in HTML , DHTML and Java Script.

SELF UNDERTAKING

- ➔ If a chance is given to me to serve under your kind control I assure you Sir that I would leave stone unturned discharging my duties to the entire satisfaction of my superiors.

STRENGTHS

- ➔ Willing to improve my performance.
- ➔ Energetic & Improving creativity day by day.

I hereby declare that the above mentioned statement are true and correct to the best of my knowledge and belief.

Date :

(Meenu)

Curriculum vitae



MEENU

OBJECTIVE

Customer-focused sales professional with 8 years of experience in driving profits for companies seeking opportunity to leverage skills in negotiating, prospecting, and productivity planning.



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Khalid Bin Al Waleed Road, Flat no. 602,
Oriental House 1, Near Al Maya
Supermarket, Bur Dubai, Dubai

MAIN SKILLS

- ➔ Handling walking customer.
- ➔ Handling Bill related queries.
- ➔ Stock Maintaining.
- ➔ Handling other services.

Basic Knowledge of Computer.

80%

LANGUAGES

Hindi

100%

English

80%

Punjabi

100%

- Working as a Cashier in Al Safeer hypermarket khalifa city Abu Dhabi from January 2022 to till date and handling online orders also .
- Worked as receptionist and handling pharmacy in Dasmesh Healthcare Hospital Ropar from October 2020 to October 2021.
- Worked as receptionist cum Cashier in Parmar Hospital Ropar from September 2018 to June 2020.0567553202
- Worked as a Cashier in Shopping Mall at Singapore2015 to 2017.
- Worked as a Front Office Executive and Cashier in Speed Motor in May 2014 to Jan 2015.
- Worked as Basic Computer Teacher and Cashier in Oxford English Academy Ropar from Jan 2010 to April 2012.
- Worked as a Teacher Alma Computer Centre for one year i.e. September 2008 to Dec 2009
- Worked as cashier in Airtel Communication Ropar from Dec. 2007 to Aug. 2008
- Worked as Telecaller in Big Associate Tata Indicom at Ropar from june 2006 to June 2007
- Worked as Data Entry Operator and receptionist cum cashier on contract basis in Civil Hospital Admin Dept Ropar from May 2004 to April 2006.