#

#  **AKSHAY SHARMA**

# **CAREER OBJECTIVE**

To start and build my career in the profession where i can fully utilize my skills and can also enhance my knowledge about the particular field. I wish to be part of some renowned organization which would help in my personal and professional growth.

# **PERSONAL DETAILS**

 **Languages -** English, Hindi, Dogri and Punjabi

 **Date of Birth -** 2nd March 1995

 **Passport No.** – R 1342921 (Exp. – 20/06/2027)

 **Visa Status -** Employment

 **Marital Status –** Single

 **Nationality -** Indian

 **Father Name -** Arjun Sharma

 **Mother Name –** Kashmiro Devi

 **Hight & Weight –** 5’10, 74kg

 **Contact Details -** +971 561734735

 **Email -** **as5341495@gmail.com**

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#  **COMPUTER SKILLS**

* MS Office/ Excel/ Power Point / SAP Basic
* Internet and Email
* Diploma In computer Application

# **PERSONAL SKILLS**

* Communication
* Problem Solving
* Time management
* Team work
* Customer handling or service
* Customer relations
* Flexible
* Multilingual

# **EDUCATION**

**1. Civil Engineering [2014 - 2016]**

SBCMS Polytechnic College (P.S.B.T.E & IT) – 79%

**2**. **HIGH SChool [2012–2013]**

Gita Bhavan School (P.S.E.B) – 75%

**3**. **Senior Secondary Shool [2010–2011]**

SP Smart Senior Sec. Shool (J&K Board) – 77%

**4**. **Diploma in Computer Application [2011–2012]**

Guru Nanak Institute of Computer App. (J&K Board) – 75%

# **PROFESSIONAL EXPERIENCE**

**LOYAL GROUP OF COMPANY (DUBAI, DIC) [2019–2021]**

**Sicurity Officer**

**CURRENTLY WORKING IN TRANSGUARD GROUP**

 **( AL FUTTAIM GROUP )**

 **ALAC BODY SHOP UMM RAMOOL**

**SECURITY SUPERVISOR**

* **Responsibilities**
* Answer telephone calls to take messages, answer questions and provide information during non-business hours or when switchboard is closed.
* Perform roving petrol checks of all gates/posts, twice per shift.
* Circulate among visitors, patrons or employees to preserve order and protect property.
* Making daily reports of any kind of incidents inside the premises.

**SAI RAM DEVELOPERS (JALANDHAR, INDIA) [2016–2019]**

 **Computer Operator/Cashier**

* **Responsibilities**
* Generated financial reports such as month end, quarterly, payroll and commission reports

upon authorized request.

 Manage transactions with customers using cash registers

 Scan goods and ensure pricing is accurate

 Collect payments whether in cash or credit

 Issue receipts, refunds, change or tickets

 Redeem stamps and coupons

 Cross-sell products and introduce new ones

 Resolve customer complaints, guide them and provide relevant information

 Greet customers when entering or leaving the store

 Maintain clean and tidy checkout areas

 Track transactions on balance sheets and report any discrepancies

 Bag, box or gift-wrap packages

 Handle merchandise returns and exchanges