



UMESH KUMAR

Profile

A highly motivated and hardworking individual looking for a responsible role in a reputable organization. Create value for my prospective employer through my dedicated and diligent efforts. I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

Experience

Contact

Phone

+971564431236

Email

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Address

Bur Dubai UAE

Nationality

Indian

Education

High School

Board of High School and Intermediate
Uttar Pradesh

Intermediate

Board of High School and Intermediate
Uttar Pradesh

Diploma

Advance Diploma In Computer Application

Skills

- Good Communication
- Customer Service
- Basic Computer Skills
- Fast Learner
- Adaptability
- Ability to Work In a Team
- Time Management

Languages

Hindi
English

○ 2018-2019

Mumbai

Office Boy

- Monitored and ordered office supplies, ensuring that the office was always stocked with necessary items
- Maintained inventory of office supplies and equipment, ensuring that the office was stocked with necessary items
- Operated office equipment such as printers, copiers, fax machines and scanners, ensuring smooth operation of office operations

○ 2020-2021

Mumbai

Costumer Service

- Exceeded customer service expectations by providing friendly and courteous service to all guests
- Participated in store promotions to increase customer awareness of new products and services
- Operated cash registers, processed payments and issued receipts accurately and efficiently
- Performed regular stock audits and identified discrepancies, resulting in a more accurate inventory count

○ 2022-2023

Mumbai

Salesman

- Provide customers with information about items
- Handle payments and close transactions
- Ensure racks are fully stocked
- Ordered Shop supplies and equipment, ensuring that the shop was adequately stocked
- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Created reports and documents as requested by the shop manager
- Greeted customers in a friendly and professional manner

Visa Status

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