



Tarun Mehra

Date of birth: 25 Sep 1998

Nationality: Indian

Gender: Male

CONTACT

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WORK EXPERIENCE

3 APR 2023 – CURRENT Dubai, United Arab Emirates

Checkout supervisor Geant supermarket

- Consistently deal with customer request and issues, helping the store archive the highest customer satisfaction rate in the region
- Carried out all transaction on cash register, including cash checks, card, payment, and refund or exchange
- took instruction from staff on daily task and priorities.
- Coached 4 new cashier in **POS system** and company basics .
- Successfully handled customer complaints by resolving issues and offering discount appropriate, with manager's approval.
- Building positive supplier relationship for cost-effective stock sourcing and monitoring stock level and ordering popular items to meet customer demand .
- Responsible for playing a role a cash supervisor designing and suggestion new display ideas to improve accessibility new display ideas to improve accessibility to merchandise, resolving product issues and sharing benefits of new technology.

28 MAR 2020 – 10 APR 2021 Delhi, India

Sales supervisor Lacoste Retail Shop

- maintenance of computers
- relations with suppliers
- coaching a junior Ice Hockey team (10 hours/week)

24 NOV 2019 – 12 JAN 2020 Delhi, India

Customer service representative Emirates lounge at (IGI)

- Works with clients who have complaints, order or require information about products/ services purchased from the organization.
- Managing incoming call and customer services inquiries, generating sale leads that develop into new customer and identifying and assessing customer needs to achieve satisfaction.
- Problem solving. Being able to solve problems is key to customer service.

EDUCATION AND TRAINING

15 MAY 2016 Meerut, India

Secondary School

Address Gautam intercollege Meerut, 250002, Meerut, India

29 APR 2018 Meerut, India

Higher Secondary School

Address Gemini intercollege pool Bagh colony Meerut , 250002, Meerut, India

4 DEC 2019

Aviation hospitality and retail travel management

Address Sec 15, Near Priya gold building , C-55

LANGUAGE SKILLS

MOTHER TONGUE(S): Hindi

Other language(s):

English

Listening A1

Reading A1

Writing B2

Spoken production A2

Spoken interaction B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Social Media | Microsoft Word | Microsoft Office (Word , Excel and Power Point) | Google drive/ gmail | Team-work oriented | Google Tools (Gmail, Drive, Forms) | Good listener and communicator | Microsoft Excel