**Jayasukh**

C/o-Mobile no : +971505891826

Email : jayasukh.291275@2freemail.com

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| **Career Objective** |

* Looking forward to work in an organization where I can have long association, provided with good learning opportunities and a rewarding career where individual talent, skills, honesty and hard-work are acknowledged.

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| **Professional Experience** |

* **Professional Credentials:1)**

**Employer : Shopper Stop Pvt. Ltd. Ahmedabad One Mall, Ahmedabad. .**

**Date of Employment :June 2017 – To Present.**

**Position : Customer Care Associate - Sales .**

**Job Responsibility :**

* Responsible for greeting and meeting all customers promptly and politely as they enter the store.
* Maintain a detailed knowledge of the products stocked in the store.
* Ensure all stock administration are recorded on the system in time, accurately and correctly categorized.
* Dress up Mannequins & attend to other visuals.
* Ensure all stock is laid out and displayed according to standard layout norms.
* Guide customers throughout the store or to the specific area the customer requests.
* Ensure effective stock replenishment to the store and assure continuous stock availability & maintenance in the store.
* Understand and utilize all reports required for the day to day functioning of the store.
* **Professional Credentials:2)**

**Employer : Vraj Hospital Dwarka Gujarat India.**

**Date of Employment :July 2016 – May 2017.**

**Position : Receptionist.**

**Job Responsibility :**

* Greeting patients and visitors.
* Determined patient’s needs and processed according to type of case.
* Schedule and Reschedule appointments.
* Answered basic questions of patients and families .
* To answer the phone and directed calls.
* To maintain proper patient treatment records.
* Obtained patient information for registration filling.
* Prepare reports using MS Word and Excel.
* Performed routine clerical work and data entry.
* **Professional Credentials:3)**

**Employer : Punjab National Bank Dwarka Gujarat India.**

**Date of Employment :March 2015 – February 2016.**

**Position : Office Assistant.**

**Job Responsibility :**

* To maintain the business with existing clients.
* To find new clients and expand the business mainly target for CASA with cross sales of FD, Credit Card, Mortgage Loan, Gold Loan, Two Wheelers’ Loan, Auto Loan etc.
* Co-ordinate with sales executives.
* Preparing Daily, Weekly and Monthly report.
* To attend the clearing house for cheque Clearing.
* To maintain the office filing and storage systems.
* To maintain receipts & payments vouchers / cashbook.

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|  **Achievements** |

* Golden Mirror Award for the category of the Best Customer Care Associate – Groomed M/O Aug 2017.
* Golden Mirror Award for the category of the Best Customer Care Associate – Sales M/O Sep 2017.

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| **Educational Qualifications** |

* Bachelors’ Of Commerce - Accounting & Finance - March 2015 from Saurastra University Gujarat India .
* High Secondary Board - Accounting & Finance – March 2012 from HSCE Board Gandhinagar Gujarat India.

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| **Other Qualifications** |

* Certificate Course on Computer Concept (CCC) - June 2015 from Gitech Education Pvt. Ltd
* Certificate in Computerized Account Management April to May 2015 from Gitech Education Pvt. Ltd.

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| **Personal Profile** |

* Nationality : Indian.
* Date of Birth : 14th October 1994.
* Marital Status : Single.
* Languages Known : English, Hindi, Gujarati.
* Hobbies : Swimming , Chess, Travelling .

Declaration :

I hereby declare that the above mentioned information is correct as the best of my knowledge.