**CURRICULUM VITAE**

**RAMEES**

**RAMEES.331204@2freemail.com**

**CAREER OBJECTIVE**:

To work with an organization wherein I get an opportunity to apply the knowledge I gained through my professional education and work experience.

**CORE SKILLS**

* Ability to build and work with effective teams.
* Brilliant business management abilities.
* Emphasis on detailing, safety and accuracy.
* Excellent communication skills, hands on PC experience with a working knowledge of MS Office applications.
* Good analytical and observation skills complemented with good communication skills.
* Highly motivated, honest, reliable, dedicated and systematic.
* High level of confidence and leadership orientation.

**EDUCATIONAL QUALIFICATION**:

* + - **Higher Secondary ( Plus Two)**

**COMPUETR SKILLS**

* MS-Office (MS-Word, MS-Excel, MS-Power point & MS-Access)

**LANGUAGES KNOWN:**

* + - English, Malayalam, Hindi & Arabic

**EXPERIENCE PROFILE:**

* **sales & Cashier - Al-Ain Marketing LLC ,Sharjah, UAE From 02-05-2014 to 30-05-2016**

**Job Responsibilities:**

* Administrative tasks and other duties.
* Entering Data on company’s computer system.
* Preforms office tasks for the accounting department Administrative tasks and other duties.
* Handle cash Transaction with customers
* Issue Receipts, refunds, change or tickets
* Redeem Stamps and coupon
* Make Sales referrals ,cross-sell products and introduce new ones
* Resolve customer complaint, guide them and provide relevant information’s.
* Greet Customer when entering or leaving establishment
* Maintain Clean and tidy check out area.
* Keeps Reports of Transactions
* Bag, box or wrap packages
* Pleasantly deal with customers to ensure satisfaction
* Worked as a Electrician from 2012 to 2103,Kerala.India
* Worked as a Salesman In Garments Shop from 2011 to 2012

**PERSONAL DATA:**

* Nationality : Indian
	+ - Date of Birth : 31 May 1988
		- Place of Birth : Kerala
		- Sex & Marital Status : Male, single

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.