**CURRICULUM VITAE**

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**Shanid**

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## OBJECTIVE:

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.Willing to work as key player in challenging and creative environment.

**MY CORE STRENGTH AND AREAS OF EXPERTISE INCLUDE:**

* Exceptional analytical problem solving and decision making abilities with diverse expertise in all aspects of office administrative activities.
* Highly organized self-starter with effective customer relationship management skill and demonstrated ability to build strong business relationships.
* Enthusiastic, friendly attitude, hardworking, a quick learner who can inspire and motivate team members, can manage multiple priorities and perform under pressure in a fast paced dynamic environment.
* Good interpersonal skills

**PERSONAL DETAILS:**

Date of Birth : 15thOct 1994

Visa Status : on Visit

Marital Status : Single

Languages Known : English, Hindiand Malayalam

**ACADEMIC QUALIFICATIONS**

* Bachelor of Science (First Class), Kannur University
* Higher Secondary: KSEB
* SSLC : Board of Public Examination : Kerala

**COMPUTER SKILLS**

* Well versed with Microsoft Word, Excel,Outlook, Windows and common computer Utilities / Applications.
* MS- SQL
* Ability to learn computer applications / software independently.

**PROFESSIONAL EXPERIENCE:**

1. **ORGANIZATION: Happy Shoppy Gift Gallery, Bangalore**- One of the leading G*ift & Home Appliances dealers in Karnataka*

**DESIGNATION :** Admin Assistant /Customer Associate

**TENURE :** From May 2016–Jan 2017

##### RESPONSIBILITIES AND NATURE OF DUTIES

* Preparation of daily sales report and submit to management
* Interact with Bank for daily deposit.
* Follow up with the debtors and corporate customers for the collection of dues**.**
* Coordinated with purchase department for timely ordering of the stock.
* Handled billing and collection
* Involved in periodic stock count and report for any discrepancy.
* Attending customers for selling various home appliances & Gift products.
* Focused on customer service to retain the existing clients
* Worked as sales executive in attending the high potential customers.
* Billing of sale transactions in large volume by using barcodes.
* Preparation of invoices and cash receipts.
* Independently handled the sales return and refund/exchange the items.
* Handled the stock adjustment in the system for the retuned items.
* Coordinated with Bank for the daily deposit of the sales proceeds in high value.
* Involved in annual stock count and prepare the stock discrepancy report.