** CURRICULUM VITAE**

**SURESH**

# DUBAI-UAE

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**CAREER OBJECTIVE**

Seeking a challenging career with a distinctive organization in accounting field, having an operation that provides a motivating work environment as well as whell as an opportunity for Career advancement in order to increase and properly utillize my qualification as well as

My experience.

**STRENGTHS**

* Strong team player, who can work with a team of diversified backgrounds.
* Ability to learn quickly, in a fast paced environment.
* Has strong work ethic.
* Good command in English, hindi, & kannada.
* Proficient in MS office and MS excel.
* Knowledgeable in ERP9.

**ACADEMIC QUALIFICATIONS**

* Diploma in Mechanical Engineering : I R polytechnic, Karnataka, India.
* Diploma in Office Management : Bangalore, Karnataka, India.
* Diploma in Desk top Publishing : Bangalore ,Karnataka , India.
* Passed ITI in Fitter : Sharadha ITI, Karnataka, India.
* Passed 10th STD : S,J,K,C,B,R Karnataka, India.

**WORK EXPERIANCE**

**Company/ Shop : The MORE Super Market and Hyper Market ,** Bangalore, India

**Designation** **: Sales Executive , October 2016 to January 2018**

**Duties**

* Providing information to customer to help them select the best products.
* Take cash from customers and process transactions accurately & efficiently.
* Keeping up-to-date with all current promotions within the store.
* Identifying customers who need assistance on the shop floor.
* Operating the till and accurately counting and reconciling the till float.
* Being alert to thefts fraudulent bank notes or credit cards.
* Accurately processing all methods of payments.
* Making sure the store is clean , tidy and safe at all items.
* Taking delivery of stock from suppliers or warehouse and storing appropriately.
* Greet customers and ascertain what each customer wants or needs, without being overbearing

**Company/ Shop : Select Garments, ORION MALL.** Bangalore, India

**Designation**  **:** **Sales Executive** , August 2014 to May 2016

**Responsibilities**

* On the front line meeting, greeting and serving customers.
* Informing customers of any collection times or delivery dates.
* Resolving disputes and customer complaints.
* Highlighting special offers and promotions to customers.
* Providing product advice , knowledge and guidance to customers.
* Taking cash from customers and processing their credit card payments.

**COMPUTER PROFICIENCY**

* Tally ERP 9
* MS Office
* MS Excel
* Internet Applications.

**PERSONAL SKILLS**

* Perfect time management.
* Good Managing Skills
* Willingness to Learn
* Ability to Meet Deadlines
* Good Written and Verbal Communication Skills
* Excellent interpersonal Skills
* Good Team Player

**LANGUAGES**

* English - Speak, Read and write well.
* Hindi - Speak, Read and write.
* Kannada - Mother tongue.

**ME - AT A GLANCE**

**Date of Birth :** 3rd JULY 1991

**Sex :** Male

**Marital status**  **:**  Single

**Nationality :** Indian

**Religion :** Hindu

**Visa Status : Visit visa**

**Hobbies** **:** Playing cricket, Watching TV & Reading Magazine.