**CURRICULAM VITAE**



**LESTER**

Al Qusais-Dubai

UAE

[Lester.379439@2freemail.com](mailto:Lester.379439@2freemail.com)



**Job Objectives**

Self-Motivated individual seeking a challenging career in an Organization wh ere I can use my inherent knowledge for the benefit of the organization and grow with the organization.

**Summary of Experience and Skills:**

* Data entry
* Petty Cash Handling
* Financial Reports
* Invoice Entry
* Payroll (Salary of employee)
* Preparing Bank Reconciliation Statement
* Filing of Tally sheets and Cash Memos of previous night,

terminal-wise

* Helping to develop or update customer service policies and procedures
* Managing or leading a team of customer service staff
* Handling more complex enquiries and complaints
* Commendable inter personal skill and effective handling customers
* Coordinating the subordinates efficiently
* Billing

**Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **BOARD** | **YEAR OF PASSING** |
| B.COM in | VIVEKANANDA | MANGALORE | 2013 |
| (ACCOUNTING | COLLEGE PUTTUR | UNIVERSITY |  |
| PUC in | ST.PHILOMENA | KARNATAKA PU | 2010 |
| (COMMERCE | COLLEGE PUTTUR | BOARD |  |
| SSLC | GOVT HIGH SCHOO | KARNATAKA | 2008 |
|  | L PUTTUR | BOARD |  |

**Technical Qualification:**

* Computer Basic and MS Office and MS excel course completed
* Tally 7.2 course completed

**Major project Work (Rural Marketing)**

**Professional Experience:**

**Pantaloons Fashion & Retail Limited:**

CASH OFFICER

October 27st 2013 to Oct 15th 2014

**Responsibilities**

* Cashiering
* Filing of Tally sheets and Cash Memos of previous night, terminal-wise
* Stock Taking,Reports –Daily CMR report send to Commercial Manager
* Perform opening and closing function, cash pulls.
* Make changes in orders and deposit according to the policies.
* Makes Credit Notes
* Maintains records of Exchanges and Credit notes

**Cashier**

* Received payment by cash, check, credit cards, vouchers, or automatic debits.
* Issued receipts, refunds, credits, and change due to customers.
* Counted money in cash drawers at the beginning of shifts to ensure

that amounts are correct and that there is adequate change.

* Greeted customers entering Stores.
* Maintained clean and orderly checkout areas.
* Established and identified prices of goods and services and tabulate bills using calculators, cash registers, and optical price scanners.

**GRAND MART HYPERMARKET,DAMMAM,KSA:**

**Account Executive and Customer Service Executive** Jan 15nd 2015 to 16th December 2017

**Responsibilities:**

* Data entry
* Payroll (Salary of employee)
* Preparing Bank Reconciliation Statement
* Filing of Tally sheets and Cash Memos of previous night, terminal-wise
* Tallying –Terminal wise entries made in the system with respect to Terminal no, Amount of Batch Closing, and Bank name of the EDC machine. This entry is tallied with the bank statement received by the commercial department in the subsequent days.
* Helping to develop or update customer service policies and procedures
* Managing or leading a team of customer service staff
* Handling more complex enquiries and complaints
* Commendable inter personal skill and effective handling customers
* Coordinating the subordinates efficiently
* Billing

**Languages Known:**

* English , Hindi , Kannada , Malayalam , Tamil ,Konkani , Tulu ,Arabic

**Strengths:**

* Confident and hard working.
* Good Communication Skills
* Willing to learn.
* Team spirit and positive attitude

**Hobbies:**

* Reading
* Writing
* Listening Music
* Travelling
* Sports and Games (Cricket ,Chess ,Running)

**Personal Profile**

|  |  |  |
| --- | --- | --- |
| Name | : | Lester |
| Date of Birth | : | 07th April 1992. |
| Marital Status | : | Single |
| Religion | : | Christian |

I hereby solemnly declare that the above furnished statements are true to the best of my knowledge.

Date:

Yours Faithfully

Place:

Lester