***Resume***

***Pooja***

*Dubai,(U.A.E)*

*E-mail:* [*pooja.379590@2freemail.com*](mailto:pooja.379590@2freemail.com)



***Objectives***

*ToobtainaresponsiblepositioninasupportiveenvironmentwhereIcanhelpthe organizationgrowinvalueutilizingmyexperience,capabilitiesandabilities.*

***Professionalexperience***

***VijayRajMedical&SurgicalBhopal.INDIA.*** ***2013to2017***

***Role-Cashier&DataOperator***

* *Makingabi****l****andtakingcashfromcustomers.*
* *Maintainingalistoflowavailability&OutofstockProductsandFo****l****owingupto bossregardingorderingofRequiredProducts.*
* *Enteringastockinsoftwarethroughpurchaseorder.*
* *Maintainingandkeepingasharpeyesonlistofshortexpiryandslowmoving Products.*
* *Atendingacustomerintheabsenceofstaff.*
* *Makingendofthedaysalesreporteverynextmorning.*
* *HandlingatendanceandsalaryAccountsofstaff.*

***Relevantexperience***

* *ExperiencedtoworkwithanysoftwareincludeMsWord,ExcelIncludeonline*

*Search.*

* *Abletoworkinateamwithagoodteamspirit.*

***PersonalInformation***

|  |  |  |
| --- | --- | --- |
| * DateofBirth* | *-* | *14–May-1991* |
| * Status* | *-* | *Maried* |
| * HomeTown* | *-* | *Indore(MadhyaPradesh)INDIA* |
| * Nationality* | *-* | *Indian* |
| * Language* | *-* | *English,Hindi&Sindhi* |
| * PassportissuePlace* | *-* | *Bhopal* |
| ****** *Typingspeed* | *-* | *80wpm* |

***EducationalBackground***

* *GraduateIn****BachelorofBusinessAdministration****FromBarkatu****l****ahUniversity BhopalIn2013,INDIA*

***ComputerSkils***

* *BasicandMsOfficeCourseFromExce****l****entComputerInstitute-2013*

***Strength***

* *Abletomaintainagoodcommunicationwithclients&Co****l****eagues.*
* *Positive*
* *Canperformunderpressure.*

***Reference***

* *Availableifrequired.*

***Declaration***

*Idoherebydeclarethata****l****theinformationgivenaboveistruetothebestofmy*