**Resume**

**E-**mail: [gulfjobseeker-393108@2freemail.com](mailto:gulfjobseeker-393108@2freemail.com)

**Objective :** Motivated For Cashier or store keeper who is highly energetic, outgoing and detail-orientated. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters new concepts and skills. Passionate about ensuring customers leave business with a positive experience also having a computer well knowledge.

**Skills Aquired Work Experience :**

* Welcomes customers by greeting them, offering them assistance.
* Identifying and addressing customer needs.
* Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
* Documents sale by creating or updating customer profile records.
* Advises customers by providing information on products.
* Building and maintaining good relationships with customers with positive attitude.
* Contributes to team effort by accomplishing related results as needed.
* Following instructions and seeking advice if required.
* Excellent written communication skills particulate it.
* Helps customer make selections by building customer confidence; offering suggestions and opinions.

**Skills and strenght :**

* Responsible for customers service as good as possible.
* Always present to Customers guidence for their help.
* Handling customers professionally and satisfying over the phones.
* Maintaining the companies stock quantities to determinations inventory level.
* Learning new things and hard working under in pressure.

***WORKING EXPERIENCE :***

* **1 Year Working experience as Store keeper in India working inMS office and MS Excel Software for (From sep 2015 to july2016)in Part Time**
* **Also work as a Cashier counter**

**(From Aug to February 2017) in Part Time**

***PERSONAL INFORMATION :***

**Date of Birth :11/02/2001**

**Marital Status : Single**

**Gender :Male**

**Nationality : Indian**

**Languages : English, Hindi and Urdu**

***ACADEMIC ACHIEVEMENT :***

* **10th Passed from Maharashtra Board, INDIA**
* **12th passed from Maharashtra Board, INDIA**
* **Diploma in Office Automation from AICPTR (All India Council Professional Training and Reserchpvt.Ltd,Thane)**

***Computer Skills :***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Passed** | **Institute** | **Year** | **Percentage** |
| DOA (Diploma in Office Automation)-MS Word, MS Excel, Corel Draw | All India Council for professional Training and Research | 2015 | 92.00% |

With Best Regards