

**JASPREET**

**Dubai UAE**

**CAREER OBJECTIVE**

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields, and I assure to uphold your quality standards, policies and procedure.

**WORK EXPERIENCE**

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| --- | --- | --- |
| **Position** | **:** | **Cashier & Sales Lady** |
| Organization | : | Vishal Mega Mart |
| Duration | : | 1 Year |
| Address | : | India |

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| --- | --- | --- |
| **Position** | **:** | **Cashier & Sales Lady** |
| Organization | : | west zone fresh |
| Duration | : | 6 month |
| Address | : | Dubai UAE |
| **Position** | : | **Cashier & Sales Lady** |
| Organization | : | Bollywood Parks, Dubai |
| Duration | : | 15 month |
| Address | : | Dubai UAE |

**Responsibilities:**

* Sales of Company’s goods and services
* By following the rules of the company
* Taking customers’ order.
* Responsible for making repeating sales to employer’s existing customers
* Maintains and develop relationships with existing and new customer
* Acts as a contact between a company and its existing and potential market
* Listen to customer requirements and presenting appropriately to make a sale
* Respond to incoming email and phone enquiries
* Handle cash transactions with customers using cash registers
* Scan goods and collect payments
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information



* Greet customers at the store and provide them with information on their required products

**PERSONAL INFORMATION**

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| --- | --- | --- |
| Nationality | : | Indian |
| Date of Birth | : | 25 June 1999 |
| Gender | : | Female |
| Civil Status | : | Single |
| Religion | : | Sikh |
| Languages Known | : | English & Hindi and Punjabi |
|  |  |  |

**PERSONAL SKILLS**

* Quick learning and hardworking
* Good communication and presentation skill
* Independent and self-motivated
* Organized and best structured at work
* Easy to get along with
* Dynamic and patience

**EDUCATIONAL QUALIFICATIONS**

* +2 Commerce Passed under Punjab School educational
* B-COM Passed by Punjab University
* IELTS from Punjab

Personal Contact : jaspreet-398423@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

**Applicant**

**JASPREET**

