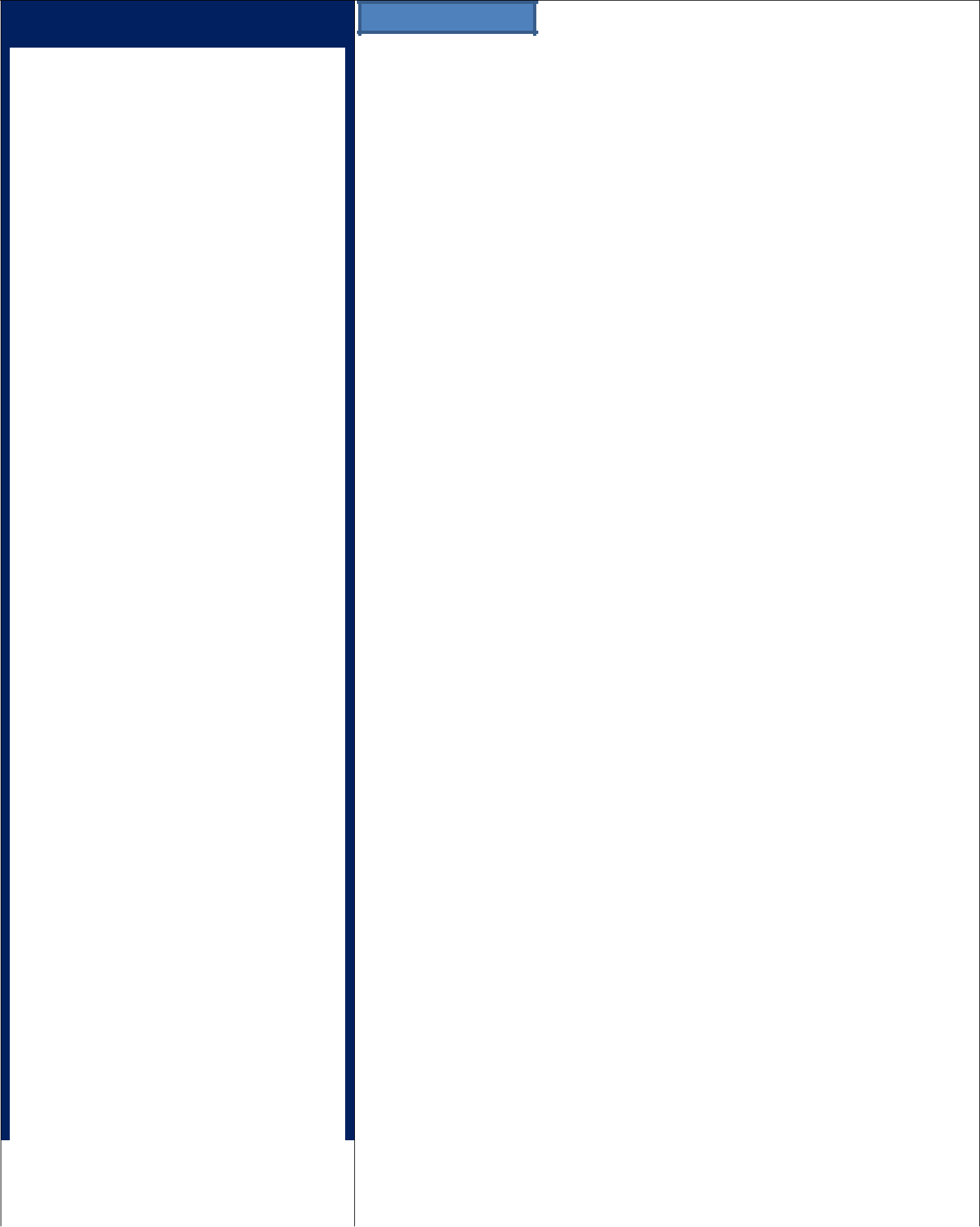
**RESUME**



**PRASANTH**







**Dubai UAE**



**Personal Data:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of Birth | :31/01/1986 |  |
|  | Gender | : Male |  |
|  | Marital Status | : Married |  |
|  | Nationality | : Indian |  |
|  | Language | :English, Arabic, |  |
|  |  | Hindi , Tamil & |  |
|  |  | Malayalam |  |
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**Objective**

I would like to join an Organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization

**Education & Qualification**

* ITI ( Industrial Training Institute ) Kerala, India
* Higher Secondary Education at School Kerala , India
* SSLC at Ambedkar Vidhyanikethan English Medium School Periya , Kerala , India

**Computer Skills**

* MS Word, MS Excel, MS Power Point MS Outlook and
* MS office
* Email & Internet

**Key Skills**

* Self- Motivation
* Excellent interpersonal and communication skills in a professional manner.
* Ability to learn and work under pressure.
* Confident and good team player.
* Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
* Ability to deal effectively with multicultural environment

**Professional Experience:**

|  |  |  |
| --- | --- | --- |
| **Company** | **:** | **LLC Dubai UAE** |
| **Position** | **:** | **Office Assistant** |
| **Duration** | **:** | **Oct 2015 to till date** |
|  |  |  |



**Duties & Responsibilities**

* Helping other staffs to perform their duties
* Visiting to bank and other offices depositing cheques and documents
* Handling incoming calls and other communications.
* Managing filing system.
* Recording information as needed.
* Greeting clients and visitors as needed.
* Updating paperwork, maintaining documents and word processing.
* Helping organize and maintain office common areas.
* Performing general office clerk duties and errands.
* Coordinating events as necessary.
* Maintaining supply inventory.
* Maintaining office equipment as needed.
* Aiding with client reception as needed.
* Experience as a virtual assistant.
* Creating, maintaining, and entering information into databases.



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| --- | --- | --- |
| **Company** | **:** | **Al Wataniya Trading LLC Saudi Arabia** |
| **Position** | **:** | **Cashier** |
| **Duration** | **:** | **2009-2012** |

Duties & Responsibilities

* Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
* Operating scanners, scales, cash registers, and other electronics.
* Balancing the cash register and generating reports for credit and debit sales.
* Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
* Processing refunds and exchanges, resolving complaints.
* Bagging or wrapping purchases to ensure safe transport.
* Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
* Maintaining a clean workspace.

Declaration

I hereby declare that the above mentioned statement are true of my knowledge.

**PRASANTH**

**Email Address**  : [prasant.399975@2freemail.com](mailto:prasant.399975@2freemail.com) / [prasant.399975@gulfjobseeker.com](mailto:prasant.399975@gulfjobseeker.com)

**Mobile Number** : 0504973598

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

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>