** CURRICULUM VITAE**

DINSATH

***Email ID :*** [***dinsath.375097@2freemail.com***](mailto:dinsha584@gmail.com)

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Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organizations development, which offers attractive prospects for long term development and career growth.

**EDUCATION QUALIFICATION**

* DIPLOMA IN AIRPOT AND AIRLINE MANAGEMENT TRAINING
* HSC
* SSLC

**WORK EXPERIENCE**

**Working as Cashier in Carrefour (CCO) Majid Al Futtaim Dubai, From February 2017 - Till date.**

**Roles & Responsibilities:**

* Scanned groceries and ensured proper price scanning. Balanced daily cash register receipts and provided quality customer service.
* Answered customers' questions, and provided information on procedures.
* Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change.
* Offered customers carry-out service at the completion of transactions.

**Worked as Document Controller Cum Receptionist in EAGLE EYE CONSULTANTS Private LTD India, From August 2015 - September 2016.**

**Roles & Responsibilities:**

* Maintains specifically assigned project database/s.
* Coordinate all activities related to the document control procedures, including technical documents.
* Ensures proper document classification, sorting, filing and proper archiving.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

**TECHNICAL SKILL**

* MS Office (MS Access, Excel, Word, PowerPoint) MS Outlook - Email and Internet.

**ACCOMPLISHMENT**

* Quick learner
* Self-confidence and positive attitude.
* Good communication skills.

**LANGUAGES KNOWN**

* English
* Hindi
* Tamil

**PERSONAL PROFILE**

* Date of birth : 12/08/1990
* Gender : Female
* Marital status : Single
* Nationality : Indian
* Visa status : Employment Visa

**DECLARATION**

I do hereby declare that the above particulars are true to the best of my knowledge.

***Date* :**

***Place* :**DINSATH