**Adish**

**C/o-Mobile: +971 505891826**

**Email:** **adish.376526@2freemail.com**

**Career Objective:**

Seeking a suitable position in accordance with my work experience and skills gained over the years to the full extends for development, thereby contributing to the overall growth and profitability of the organiza-tion as well as attaining self-growth in career.

**Work Experience:**

***Company Duration Designation***

***: Game over Electronics, FUJAIRAH,UAE***

***: 3 Months***

***: Cashier&Billing***

**Responsibilities:**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits or change due to customers
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments
* Maintain clean and orderly checkout areas
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners
* Issue trading stamps, and redeem food stamps and coupons.

***Company*** ***: Westside Fashion LTD, Mangalore India***

***Designation : Sales executive***

**Responsibilities :**

* Dealing with customer sales and enquiries.
* Preparation of Balance sheet of Clients.
* Provides reports as required by Clients and Finance Management team.
* Preparation of Year-End Profit and Loss reports.
* Assisting all other Audit works with Senior Staff and Senior Manager.
* Document Controlling.
* Checking Payroll Account, Purchase Orders, Invoices, Item received and
* Physical Stock.
* Customer Service.

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| ***Company*** | ***: Sulthan Builders,Mangalore ,India*** |
| ***Duration*** | ***: 1 Year*** |
| ***Designation*** | ***: Office Boy*** |

**Responsibilities :**

* Indoor Sales
* Store Keeping
* Purchasing
* Managing collection from Customers
* Arranging payments to suppliers
* Consulting suitable customers
* Attending telephones
* Cash deposit & withdrawal from bank

**Educational Qualification:**

<Higher Secondary school, PUC,Board,Karnataka,Mangalore,India < Computer, Microsoft, Excel, Power point

**Computer Knowledge:**

* Net Surfing
* MS Office, MS Word, PowerPoint, Excel etc..
* Knowledge of English Typing

**Personal Details:**

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| --- | --- | --- |
| Date of Birth | : | July 15-1998 |
| Nationality | : | India |
| Marital Status | Single |  |
| Gender | : | Male |
| Religion | : | Muslim |
| Language Known: | English,Hindi,Malayalam,Kannada,Urdu,Tulu,Tamil. |

**Passport & Visa Details:**

Date of Issue : 06/10/2015

Date of Expiry 05/10/2025