

**SANGEETA**

# OBJECTIVE

A challenging, attractive position commensurate with my qualification and experience. To work in accordance with my knowledge, skills and work effectively by providing high quality & standard service are on my way to the entire satisfaction and success of the company as well as to build up my career and quality.

# WORK EXPERIENCE

## SALES

COMPANY : VODAFONE PVT. LTD, INDIA START FROM AUG 2014 TO JULY 2016

## CASHIER

COMPANY : AL MAYA SUPERMARKET SATWA MARKET DUBAI, UAE START FROM AUG 2016 TO SEPT. 2017

## RECEPTIONIST

COMPANY : AL MAYA SUPERMARKET HAMRIYA DUBAI, UAE START FROM NOV. 2017 TO SEPT. 2018

## SALES ASST.

COMPANY : AL MAYA MARKET DIYAFA DUBAI, UAE START FROM OCT 2018 TO TILL DATE

## Merchandiser

* Services:
* Arranging items properly in shelf of super market and make it prominent by putting posters and other price tags.

### Display neatly and make attractive for Customers

* Arrange items in FIFO method.

### Monitoring the movements of items and give reports to management.

**Duties and Responsibilities**

* + Oversee cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies.
  + Welcome customers, provide assistance and respond to their concerns.
  + Manage customer transactions both cash and card payments.
  + Train newly hired cashiers on accounting procedures and company policies.
  + Assist in store’s shrink awareness programs and provide corrective actions.
  + Supervise checkout stations on regular basis..

# PROFESSIONAL OUTLINE

* + Excellent in oral and written English communication
  + Flexibility and attentive to details
  + Able to adapt on a working environment.
  + Experience working in a busy and excellent customers service.
  + Fast learner and can work with less supervision.

# EDUCATION

**HIGH SCHOOL THE MORDERN SENIOR SECONDRY SCHOOL JAIPUR (RAJ). HIGH SECONDRY THE MORDERN SENIOR SECONDRY SCHOOL JAIPUR (RAJ). GRADUTION (B.A.) RAJASTHAN UNIVERSITY (RAJ)**

# LANGUAGES KNOWN

**English, HINDI**

# PERSONAL DATA

Date of birth - 10 MAY. 1993

Gender - FEMALE

Citizenship - INDIAN

Religion - HINDU

Marital Status - SINGLE

Personal Contact - [sangeeta-397179@2freemail.com](mailto:sangeeta-397179@2freemail.com)

Reference - Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

# PASSPORT DETAILS

Expiry Date - 04 MAY 2026

Visa Visa - Employment Visa

I do certify that the above information are true and correct to the best of my knowledge

**SANGEETA**