



# ARUN SUNIL

## Contact

**Address:**  
Dubai, UAE

**Phone:**  
0589672106

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**Nationality**  
Indian

**Date of Birth**  
16/04/1997

**Passport Number**  
R3227277

## Technical Skills

- Email Communication
- MS WORD
- MS EXCEL
- Tally
- POS SYSTEM

## Professional Summary

Honest Cashier capable of managing money, assisting customers with locating desired items. Excellent oral and written communication, listening and time management skills with strong attention to detail and superior work ethic.

## Work Experience

05/2021 - 05/2023

**Al Madina Hypermarket LLC, Dubai**  
Cashier  
Responsibilities

- Billing
- Helped customers with specific item requests by answering questions and offering knowledgeable product advice.
- Maintained high productivity by efficiently processing cash, credit and debit payments.
- Completed opening and closing procedures, verifying proper cash-on-hand amounts and allocating resources.
- Processed refunds and exchanges at customer service desk.
- Trained new team members in Sales register operation, stock procedures and customer service.

04/2019-10/2019

**Accovet pvt ltd Trivandrum**  
Tax practioner  
Responsibilities

- Data Entry in Tally
- GST Registration for new Clients and GST Returns filing
- ITR e-filing
- Handling communications with clients and vendors via phone, email, and in-person.

## Education

07/2014 - 06/2017

**University of Kerala**  
Bachelor of Commerce in Computer Application

07/2012- 03/2014

**Government higher secondary school Pettah . Trivandrum**  
Plus two in Commerce

05/2011- 03/2012

**PALLITHURA Higher Secondary School. Trivandrum**  
SSLC

## Languages

English	— Professional working proficiency
Hindi	— Limited working proficiency
Malayalam	— Native speaker