

Adarsh MG



✉ adarshmg999@gmail.com

☎ +971 501365358

📍 Dubai, UAE

📅 27/04/1999

🆔 U6764941

🏠 Single

📄 PROFILE

A suitable position with organisation where I can utilize the best of my skills and abilities that fit to my education. Skills and experience a place where an encourage and permitted to be an active participant as well vital contribute of development of the company

🎓 EDUCATION

Batchelor of commerce

University of calicut

2016 – 2019 | Kerala, India

📄 CERTIFICATES

Tally Erp9 with GCC UAE VAT

Advanced MS excel • SAP fico

QuickBook • Peachtree

✍ DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief

Adarsh MG

👛 PROFESSIONAL EXPERIENCE

Lenskart Pvt ltd

Cashier cum sales associate

01/2022 – 02/2023 | Bangalore, India

- Answer routine billing questions/issues from customers; take assistant of store manager whenever required.
- Receive and process all payments according to standard procedure
- Process debit and credit cards for payments, help customers use processing equipment properly .
- Inform customers about services and schemes available and assess customer needs.
- Greeting customers to the store and answer their queries.
- Giving hight levels of customer satisfaction through excellent service
- Generate bills and payments receipts, ensuring due compliance, and hand them over to the customer

VT steels

Cashier cum office assistant

12/2020 – 12/2021 | Kerala, India

- Greeting customers, including answering phone calls& directing customers inquiries to appropriate party
- Receive and process all payments according to standard procedure
- Process debit and credit cards for payments, help customers use processing equipment properly
- Count money back to customer in an accurate and concise manner
- Deals with customers for sales
- Data entry (sales figures, customer details.)

🌐 LANGUAGES

English • Hindi • Malayalam • Tamil

🧠 SKILLS

- Multitasking skill
- Customer service
- Troubleshooting
- MS-Office suite
- Proficient typing and transcription
- Strong communication and time management skill