

# RASAM VAMSHI

## CONTACT

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Address:  
Deira, Dubai – U.A.E

## SKILLS

- Good communication skills
- Quick Learner
- Believe in Discipline
- Easy adaptable to any kind of environment
- Multitasking
- Good team member
- Ability to work under pressure

## PERSONAL DATA

Date of Birth : 01/10/2000  
Nationality : Indian  
Gender : Male  
Marital Status : Single  
Passport No : T9930884  
Visa Status : Cancelled  
Visa

## LANGUAGES

- English, Hindi & Telugu

## CAREER OBJECTIVE:

I aspire to be a major contributor in organization growth and wish to improve myself truthful in organization success through utilizing my knowledge and skills and achieve the given target by efficiency and honesty.

## WORK HISTORY

**Kanz Jewellery, Gold Souq – U.A.E**  
**Office Assistant**  
**For 2 years**

### Duties & Responsibilities:

- Serve Tea and Coffee to Staff and office Visitor
- Clean office kitchen on daily basis
- To be Punctual, and Responsible, Coordinating and managing Stock Managing the whole display of the Store providing & delivering
- Greeting the Customer and to guide them in Proper way making sale & fulfilling their requirements.
- Office related bank work (Cash deposit, Cheque Deposit Etc.)
- Managing Filing System.
- Updating Paperwork, Maintaining Document, and word processing.
- Manage the whole office indoor work.
- Maintaining office equipment as needed.
- Monitoring the use of equipment and supplies within the office

**Vasavi Hypermarket, Nizamabad, Telangana, India**  
**Salesman**  
**For 2 years**

## EDUCATION

- 10<sup>th</sup> Grade from Z.P.H.S, Amrad, Telangana
- 12<sup>th</sup> Grade from S.S.R Junior College, Nizamabad, Telangana

## COMPUTER SKILLS

- Basic Knowledge of Computer

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai – U.A.E

**RASAM VAMSHI**