

RESUME

HARIKRISHNAN

SALES ASSOCIATE/ CUSTOMER SERVICE ASSOCIATE

PERSONAL INFO

Villa no 20,Baniyas , Abhudhabi
0589103535
hari.valiyattile@gmail.com

SKILLS

Sales expertise
Store opening and closing
Product promotions
Point of sales operations
Product and service sales
Cash handling
Organization skills
Communication skills
Data entry
Multi tasking ability
Problem solving
Organization and time management

LANGUAGES

English	-	Excellent
Hindi	-	Excellent
Malayalam	-	Mother tongue
Tamil	-	Good
Arabic	-	Beginner

SOFTWARE

Ms office	-	Excellent
Tally	-	Good
Sap	-	Basic

CERTIFICATE AND TRAINING

Basic Fire Fighting
JHZIYA - Abudhabi 2021
Customer Service Training
ADNOC- 2020

INTERESTS

Sports
Listening Music
Reading Books

CAREER OBJECTIVE

Dependable retail sales professional with experience in dynamic high performance environment. Skilled in processing transactions handling cash using register and arranging merchandise.maintain high level customer satisfaction by smoothly resolving customer request,needs and problems
Motivated retail sales professional with proven record of boosting sales and customer loyalty through individualized service.resourceful individual skills in learning customer need ,directing to desirable merchandise and up selling to meet sales quotes.committed to strengthening customer experience with positivity and professionalism when answering request and processing sale

WORK EXPERIENCE

RETAIL SALES ASSOCIATE/ CUSTOMER SERVICE ASSOCIATE

09/2021 - CURRENT

Adnoc Distribution Abhudhabi

- Helped customer complete purchase locate items and join reward program
- checked pricing scanned items applied discount and printed receipt to ring up customer
- supported efficient and timely replenishment of sales floor merchandise
- provide accurate information about products and promotions
- worked closely with shift managers to solve problems and handling customer concerns
- increased sales and customer satisfaction through personalized service
- balanced and organized cash register by handling cash counting changes and storing coupons
- cash handling and foreign currency transactions

OFFICE ASSISTANT/ OFFICE ADMINISTRATOR

04/2021-09/2021

Best Care Pest Control Service Dubai

- produced high quality communication for internal and external use
- provide clerical support addressing routine and special requirements
- devoloped presentation and generated reports to facilitate office operations
- cash handling and salary management
- interaction with customer by phone, emails or in person to provide information
- leveraged accounting software to manage expenses and keeping tracking of finance
- complete clerical task such as filing copying and distributing mails
- document organization and management

EDUCATION

- **Master of business administration Finance and marketing - 2014-2016**
Reva institute of management, Bangalore. Bangalore university
- **Bachelor of business administration Finance and marketing - 2011-2014**
M E S kalladi college mannarkkad. Calicut university