

VIPINRAJ V

CONTACT

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📍 Dubai

UAE

ACADEMIC CREDENTIALS

BACHELOR'S DEGREE IN
BUSINESS ADMINISTRATION
2016 - MG University, India

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally	★★★★★
Basic Operation	★★★★★
Internet & E-Mail	★★★★★

ACHIEVEMENTS

- Best Employee Award
- College Team Volunteer
- Various Event Organized
- Physical Trainer

LANGUAGES KNOWN

English	██████████100%
Malayalam	██████████100%
Tamil	██████████75%
Hindi	██████████50%



PROFILE SUMMARY

As an accomplished and skilled professional with comprehensive experience within the sales, marketing and office administration. I have more than 6 years of experience. I excel at providing exceptional organizational and time management skills strong work ethic and a positive attitude. I am self-motivated, multi-skilled team player with eagerness to work and perform in what I do. I am loyal and determined to succeed and I am also a fast learner.

KEY SKILLS

- | | |
|----------------------------|---------------------|
| ■ Interpersonal ability | ■ Work Ethic |
| ■ Inventory Control | ■ Customer service |
| ■ Strategic planning skill | ■ Product knowledge |
| ■ Detail Oriented | ■ Hardworking |
| ■ Tact and confidentiality | ■ Team work |

WORK HISTORY

CASHIER | Jan 2017 – June 2019

SREEKRISHNA AGENCIES KERALA, INDIA

KEY RESPONSIBILITIES

- ◆ Provides a positive customer experience with fair, friendly, and courteous service.
- ◆ Registers sales on cash register by scanning items, itemizing and totaling customers purchases.
- ◆ Resolves customer issues and answers questions.
- ◆ Discounts purchases by redeeming coupons.
- ◆ Collects payments by accepting cash, cheque or charge payments from customers and makes change for customers.
- ◆ Balances cash drawer by counting cash at beginning

DRIVING LICENSE DETAILS

Holder of valid Indian Driving License.

Class of Vehicles:
Automatic & Manual

PERSONAL DOSSIER

Gender : Male
Date of Birth : 04/10/1995
Nationality : Indian

PASSPORT DETAILS

Passport No. : X2828068
Date of Expiry:17/01/2034

Visa Status

Visit Visa
17/06/2024 to 15/08/2024

INTERESTS



Photography



Songs



Movies



Badminton



Fishing



Travelling

REFERENCE

- Available upon request

CUSTOMER RELATIONS EXECUTIVE | Jul 2019 – Feb 2023 **(Office Executive - cum - Cashier)** **INDEL MONEY - KERALA, INDIA**

KEY RESPONSIBILITIES

- ◆ Overseeing clerical tasks, Maintaining files
- ◆ Manage accounts receivable and payable
- ◆ Ensuring regular contact with existing clients to maintain our company's presence.
- ◆ Accurately and efficiently operate cash registers
- ◆ Keep reports of Transactions.
- ◆ Harnessing internal relationships to better address client's needs and maximize our profits.

BUSINESS DEVELOPMENT OFFICER | Mar 2023 – May 2024

PEARLAC PAINTS - KERALA, INDIA

KEY RESPONSIBILITIES

- ◆ Identifying, developing and potentially closing new revenue and profit streams.
- ◆ Finding new customers to managing existing-business relationships.
- ◆ Developing new products and identifying new markets.
- ◆ Develop solutions tailored to their client unique needs
- ◆ Gain an understanding of client's market and develop a strategy specific to that market.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills - verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skill. include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the headline for improving time-management
- **MANAGEMENT** - Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for correctness of the above-mentioned particulars.

Dubai

VIPINRAJ V