VIPINRAJ V

CONTACT

056 661 6194

- ⊠ <u>vipinrajvishwa@gmail.com</u>
- 🕑 Dubai

UAE

ACADEMIC CREDENTIALS

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

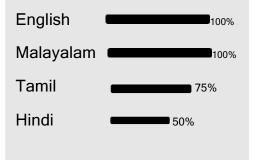
COMPUTER PROFICIENCY

| MS Office | **** |
|-------------------|-------|
| Tally | **** |
| Basic Operation | **** |
| Internet & E-Mail | ***** |

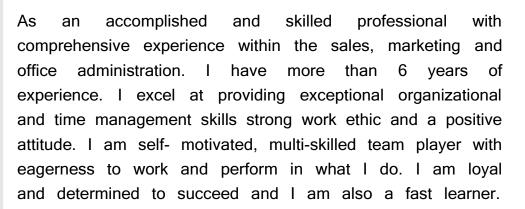
ACHIEVEMENTS

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

LANGUAGES KNOWN



PROFILE SUMMARY



KEY SKILLS

- Interpersonal ability
- Inventory Control
- Strategic planning skill
- Detail Oriented
- Tact and confidentiality

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



- Work Ethic
- Customer service
- Product knowledge
- Hardworking
- ∎Team work

DRIVING LICENSE DETAILS

Holder of valid **Indian** Driving License.

Class of Vehicles: Automatic & Manual

PERSONAL DOSSIER

| Gend | er | | : | 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

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INTERESTS

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s Movies

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Photography Songs

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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 timemanagement
- 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