

CURRICULUM VITAE

SOMA BARUA

Email : somabarua83@gmail.com
Mobile No : +971 552790612. Dubai. UAE



OBJECTIVE

Seeking a challenging position in an organization, where I can utilize my acquired skills and experience to carry out assigned tasks and duties effectively and efficiently and participate to enhance the current services offered to customers.

SKILLS AND EXPERIENCE

- Tolerant and flexible to different situation with self-motivated initiative and high level of energy.
- Handling the daily cash counter activities and Document controlling.
- Delivering an exceptional cashiering services through customer servicing, sales and transactional processing, and ability to deal with large transactions volumes.
- Handling the customer complaints, currency dealing, supporting the back office duties
- Taking money, cheque, electronic payments, and coupon from the customer and giving back the correct change.
- Identifying common fraud /errors/irregular transactions.
- Lead customers to desired shelves or aisles and assist them in locating products.
- Suggest additional products in a bid to meet the company's and self-sales targets.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have
- Basic Computer knowledge and MS Office.

UAE WORK EXPERIENCE

- **Al Dahab Exchange Co.**
Position : Cashier
Duration : 2021 November to till date.
- **Masaki General Trading. LLc.** (Majestic / Habeebi Perfumes)
Position : SALES
Duration : January 2018 to October 2021
- **TAYSHEER NETWORK** (Etisalat Channel Partner)
Position : Customer service executive and data entry operator
Duration : 2016 November to 2017 December.
- **Souk al Mubarak Hypermarket**
Position : Cashier
Duration : October 2015 to October 2016.

EDUCATIONAL QUALIFICATION

- B. A (Bachelor of Arts (Indira Gandhi National Open University)).

LANGUAGES KNOWN

- English : Speak, Read And Write.
- Hindi : Speak, Read And Write
- Bangla : Speak, Read And Write
- Nepali : Speak, Read And Write
- Urdu : Speak

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 06th September 1983
- Gender : Female
- Marital Status : Single
- Visa Status : Employment (Transferrable)

CHARACTER REFERENCE:

- Available upon request

DECLARATION

I hereby declare that the above mentioned statement is correct & true to the best of my knowledge & belief.

Yours faithfully.
Soma Barua