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Abu Dhabi, United
Arab Emirates



N/A



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EDUCATION

BSC (Computer
science) : Kakatiya
degree college
Telangana, India

Intermediate
(10+2): Sri
Chaitanya Jr
collage Telangana,
India

PERSONAL DETAILS

Date of Birth /
Age : 05/06/2002
Nationality :
Indian
Marital Status :
Single
Visa Status :

NAGENDRA KUMAR AMGOTH

PROFESSIONAL SUMMARY

Highly motivated and efficient cashier with over one year of experience at D-Mart Supermarket, known for delivering excellent customer service and managing transactions with precision. Adept at handling cash, processing payments, and resolving discrepancies with a keen eye for detail. Proficient in MS Office Suite, allowing for accurate data entry and financial reporting. Strong problem-solving skills, combined with a commitment to maintaining a smooth and efficient workflow, make me well-suited for a role in money exchange, ensuring seamless transactions and customer satisfaction in every interaction.

WORK HISTORY

November 2023 - Current

NOON - Dispatcher

Abu Dhabi, United Arab Emirates

- Coordinated communication between drivers, vendors, and clients to ensure timely deliveries and efficient routes.
- Resolved issues promptly by providing alternate routes or solutions in case of emergencies or service disruptions.
- Collaborated with teams to update inventory and delivery status in real-time, ensuring smooth handoffs and accurate record-keeping.

September 2020 - August 2021

D - MART AVENUE SUPERMARKT LTD - Cashier

Telangana, India

- Handled cash and card transactions with precision and efficiency, ensuring accurate payments and change distribution.
- Provided excellent customer service by addressing inquiries, resolving discrepancies, and managing refunds or exchanges.
- Worked in a fast-paced environment managing multiple transactions simultaneously while maintaining accuracy and a positive attitude.

Residence
Religion : Hindu

LANGUAGES

English

Advanced

Hindi

Advanced

Telugu

Native

- Reconciled daily sales reports and prepared cash drawers for the next shift, ensuring accurate balances.

SKILLS

- Customer Service
- Communication Skills
- Time Management
- Computer Skills (MS Office, POS systems)
- Problem-Solving
- Organization Skills
- Teamwork
- Accuracy in Cash Handling
- Attention to Detail
- Flexibility
- Basic Math Skills
- Active Listening
- Strong Work Ethic
- Conflict Resolution

COURSES & CERTIFICATION

Institution Name - **Great Learning**
(online platform)

- MS-Excel Intermediate Level -----
- MS-Word Level ----- Beginner
- PowerPoint Level ----- Beginner